



Ocularis™ Administrator

User Manual

On-Net Surveillance Systems, Inc.
One Blue Hill Plaza, 7th Floor, PO Box 1555
Pearl River, NY 10965
Phone: (845) 732-7900 | Fax: (845) 732-7999
Web: www.onssi.com

0000903101040-00SP4024016

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Table of Contents

INTRODUCTION.....	1
OVERVIEW.....	2
OCULARIS SYSTEM DIAGRAM	3
PREREQUISITES.....	4
OCULARIS ADMINISTRATOR.....	5
OCULARIS ADMINISTRATOR LAUNCH	5
THE OCULARIS ADMINISTRATOR INTERFACE	6
<i>Ocularis Administrator Tabs</i>	<i>6</i>
<i>Ocularis Administrator Process Flow</i>	<i>7</i>
<i>Server / Events Tab.....</i>	<i>8</i>
<i>Users / Privileges Tab</i>	<i>28</i>
<i>Views Tab.....</i>	<i>35</i>
<i>Configuring View Content Types.....</i>	<i>43</i>
<i>Assets Tab.....</i>	<i>54</i>
<i>Maps Tab.....</i>	<i>57</i>
EVENT MANAGEMENT	66
EVENT CONFIGURATION	66
EVENT HANDLING.....	67
<i>Table Management Tab</i>	<i>68</i>
<i>Distribution Groups Tab.....</i>	<i>72</i>
<i>Video Walls Tab</i>	<i>82</i>
APPENDIX.....	86
THE ONSSI EVENT COORDINATOR	86
CONTACT INFORMATION.....	87
GLOSSARY	88

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Introduction

The **Ocularis™ Platform** consists of the following components:

- **Ocularis Base** – server software application which regulates and manages the flow of data between video client users, recording servers, video wall management and an integrated alerting application.
- **Ocularis Administrator** - The front end software application used to manage Ocularis Base.
- An NVR application is required to supply camera configuration and recording. OnSSI's NetDVMS and NetEVS are currently supported.
- **Ocularis Client** – OnSSI's award winning video client application.
- **Optional Add-On Applications** – these include Remote Video Wall, Video Content Analytics and Video Synopsis. With each SLC, one license for each add-on is provided so that you can evaluate each feature.

Add-ons are made available as they are introduced. See our website www.onssi.com or call OnSSI Sales for information on Ocularis Add-Ons.

This manual covers the component(s): **Ocularis Administrator**

For information on other components, please refer to the following documents which can be obtained from OnSSI Support:

Ocularis Quick Start Guide
Ocularis Installation & Licensing Guide
NetEVS User Manual or NetDVMS User Manual
Ocularis Client/Client Lite User Manual
Ocularis Viewer User Manual

Overview

Ocularis is a distributed, video-centric, PSIM (Physical Security Information Management) software platform, which offers central event, user rights, video distribution and system management.

Ocularis supports:

- The ability for the user to view, manage and record video from an unlimited number of IP and non-IP video surveillance cameras at multiple sites.
- The management of short- and long-term video storage, and combine video with non-video alerts, resulting in automatic video delivery to subscribers of interest.
- The utilization of off-the-shelf hardware, and facilitates the integration of new technologies, thus combining the detection and distribution of video events with data and alerts received from a host of physical security and transaction systems.
- Optional add-on components via integration tools including Data Link Integration events, API commands, Contact Closure and more. An optional Software Development Kit (SDK) enables integration of 3rd-party components.
- The use of separate or common networks, VLANs or switches for connecting cameras to the recording servers and video clients. This provides physical network separation between the camera and servers/clients.
- The use of VMware to run recording servers and video client applications on virtual computers, servers, and networks.

Ocularis consists of the following software components:

- Ocularis Base – This component provides for:
 - o system-wide management
 - o user access
 - o shared event management
 - o alarm and event correlation
 - o video access and distribution rights

Ocularis Base regulates and manages the flow of data between video client users, connecting recording servers and integrated alerting application using an SQL database. This allows creating composite events from multiple detection systems; sharing resources between video client users; shared bookmarking and event handling among multiple users at multiple sites; and management of all user authorization data. The front end application used to manage Ocularis Base is the *Ocularis Administrator*.

- Video Recorder Software – This component provides for video recording, camera management, and archiving configuration. Ocularis supports the NetEVS enterprise network video recorder software or our NetDVMS NVR offering .
- Ocularis Client – This award winning component is the user interface for accessing video, managing alerts and shared event handling, and observing Video Wall environments.
- Add-Ons and Integrated Applications – includes Remote Video Wall operation and management, forensics applications (video analytics and incident indexing) and integrated physical security solutions (access control, radiation detection, contact closure, etc.)

Ocularis System Diagram

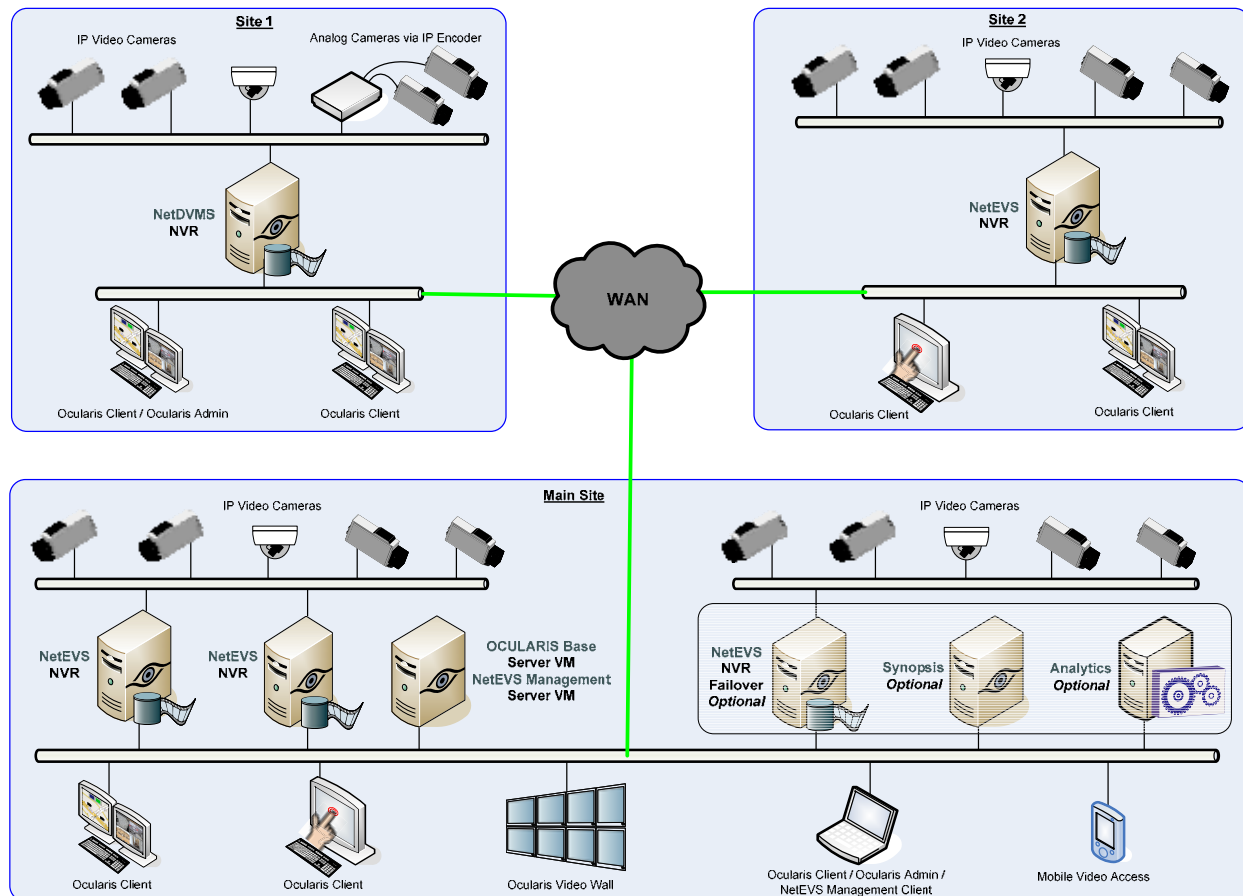


Figure 1 Sample Topology

Figure 1 shows one example of how the Ocularis environment can be implemented. Each site can have independent NVRs but Ocularis Base manages the data across sites. End users or operators can benefit from exposure to video from a site other than their own.

Prerequisites

Prior to using the *Ocularis Administrator* application, the following steps should be completed:

1. *Ocularis Base Server* software should be installed.
2. *Ocularis Base Server* should be licensed.
3. *Ocularis Administrator* software application files should be installed.

See the *Ocularis Installation & Licensing Guide* for instructions on all steps listed above.

Ocularis Administrator

The *Ocularis Administrator* is the software application used for configuring *Ocularis Base*. This includes the management of NVRs, configuration of maps, events, users, groups and cameras that are available by using the *Ocularis Client*. This application is primarily used by system administrators. We recommend installing *Ocularis Administrator* on a PC separate from *Ocularis Base*. It can be the same or different workstation as the *Ocularis Client*.

Ocularis Administrator Launch

1. Launch *Ocularis Administrator*:

- ▶ from the desktop icon



- ▶ or from the Windows menu **Start → All Programs → OnSSI → Ocularis Admin**

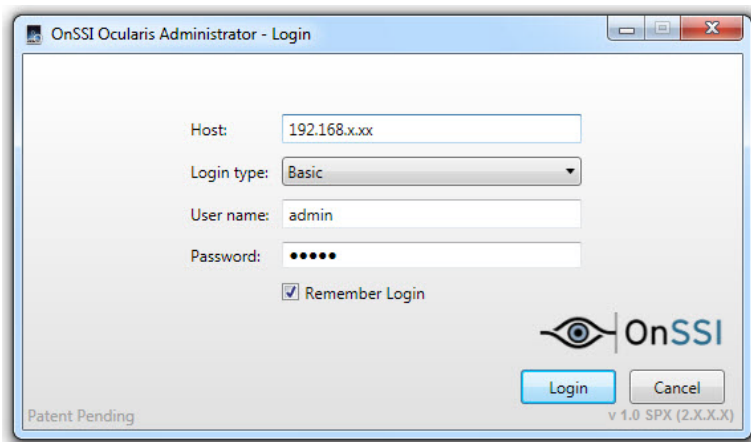


Figure 2 Ocularis Server Login Screen

2. Fill out the form based on the following:

Host	Enter the IP address where the Ocularis Base Server software is installed.
Login type	Of the choices [Current User], Windows or Basic , select Basic for first time use.
User name	Enter the user name for an account created with <i>Ocularis Administrator</i> . For first time access, enter the name: admin
Password	Enter the corresponding password for the user name entered. For first time access, enter the password: admin
Remember Login	Click this checkbox to have the application remember your login credentials for subsequent logins.
Version Number	The Ocularis Administrator software version number is located in the lower right portion of the Login screen.

3. When complete, click the **Login** button.

Tip: We recommend that you change the password for the Admin account immediately for security purposes. . See 'To Modify A User Account' on page 34 for further instructions.

Note: If you receive the following error message when logging in: “An unsecured or incorrectly secured fault was received from the other party. See the inner FaultException for the fault code and detail”, check that the date and time on the PC with Ocularis Administrator is synchronized with the date and time on the PC with Ocularis Base.

The Ocularis Administrator Interface

When you launch *Ocularis Administrator*, the resulting screen is a window comprised of a series of tabs.

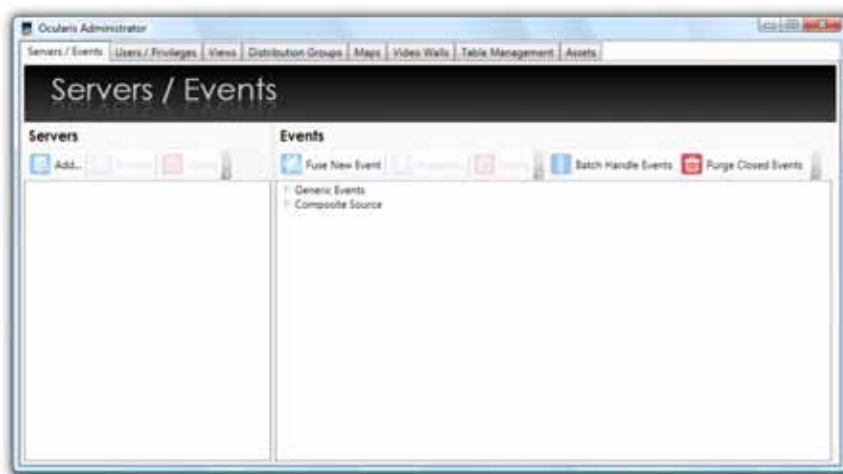


Figure 3 Ocularis Administrator Interface

Each tab serves to provide the administrator with the ability to configure the various aspects of the video management system.

Ocularis Administrator Tabs

- [Server / Events Tab](#)
- [Users / Privileges Tab](#)
- [Views Tab](#)
- [Distribution Groups Tab](#)
- [Maps Tab](#)
- [Video Walls](#)
- [Table Management Tab](#)
- [Assets Tab](#)

Ocularis Administrator Process Flow

A typical process flow for administrators to use when first configuring the system with *Ocularis Administrator* is as follows:

1. Import system NVRs using the [Server / Events Tab](#).
2. Create users and groups and assign device privileges in the [Users / Privileges Tab](#).
3. Create views for the user groups in the [Views Tab](#).
4. Import maps, icons and sound files in the [Assets Tab](#).
5. Configure maps with cameras and views for use in video walls in the [Maps Tab](#).
6. Configure video wall settings in the [Video Walls Tab](#).
7. Identify which events and cameras you would like to be monitored in the [Server / Events Tab](#).
8. Identify the alert distribution for system configured events in the [Distribution Groups Tab](#).
9. Configure tags, classifications and cases in the [Table Management Tab](#). Tags, classifications and cases are used when handling events and saving bookmarks.

Server / Events Tab

This tab is used to manage NVRs and events within the Ocularis environment.

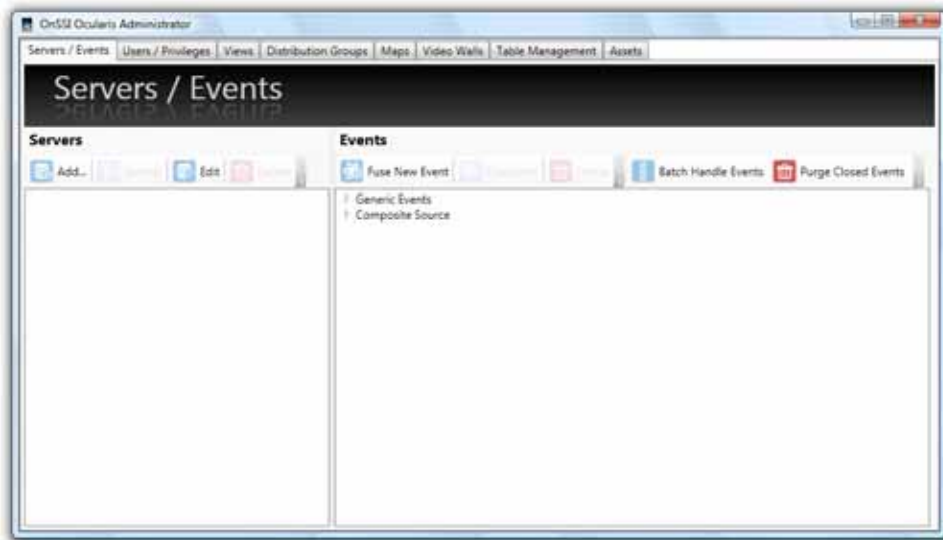


Figure 4 Servers / Events Tab

The tab contains two panes: **Servers** and **Events**. Administrators identify various servers used in the system, including Network Video Recorders (NVRs), in the left pane and configure events in the right pane.

Servers Pane

Configuration and information from existing NVRs need to be imported into the *Ocularis Administrator*. This is done within the **Servers** pane of the **Servers / Events** Tab. Other servers may also be added here.

To ADD AN NVR TO OCULARIS BASE

1. In the **Servers / Events** Tab, click the **Add** button.

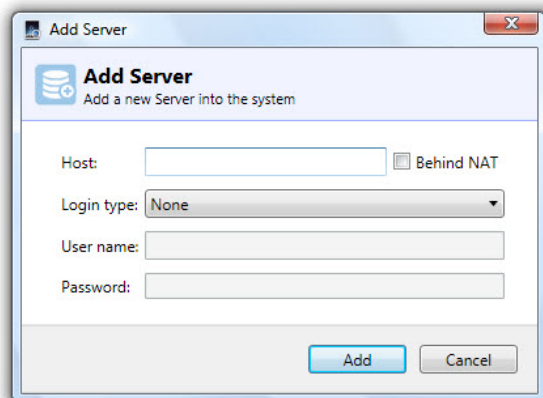
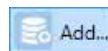


Figure 5 Add New NVR

2. In the **Host** field of the resulting pop-up window, enter the IP Address and port number of the server to be added to the Ocularis Base system. Supported NVRs with Ocularis are: NetEVS and NetDVMS¹.
 - If the port number for the NVR is 80, there is no need to enter it. NetEVS port numbers are defaulted to 80.
 - If the port number for the NVR is a value other than 80, use the following format:

IP Address:Port Number

For example:

IP Address of Server:	192.168.10.111
Port for NVR:	8080
Enter:	192.167.10.111:8080

3. If the NVR server is behind a firewall and uses NAT (Network Address Translation) click the **Behind NAT** checkbox and see *NAT (Network Address Translation)* on page 10.
4. Select the **Login type** from the drop-down. Choose from **Basic** or **Windows** based on an account located on the NVR that has full access rights.
5. Enter a **User name** for the user account with full access rights on the NVR.

Note: It is important to use an account on the NVR with full administrative access. Only one account on the NVR is required when using Ocularis Base.

¹ NVR access is controlled through Ocularis Base licensing.

6. Enter the **Password** for the username entered.
7. Click **Add**.

The NVR should now appear in the list. Repeat this process for each NVR to be added to the system.

NAT (Network Address Translation)

If the video surveillance servers sit within a private network but are also accessed with *Ocularis Client* workstations that are outside the network, the NAT must be defined.

To CONFIGURE NAT SERVERS

1. Follow steps 1 through 3 in *To Add an NVR to Ocularis Base* found on page 9.
2. When you click the **Behind NAT** checkbox, the *Add Server* pop-up expands as shown in Figure 6.

The screenshot shows the 'Add Server' dialog box. The title bar says 'Add Server'. Inside, there's a sub-header 'Add Server' with a description 'Add a new Server into the system'. Below this, there are several input fields: 'External host:' with a text box and a checked 'Behind NAT' checkbox; 'Internal IP:' with a text box; 'Local internal IP/Subnets:' with a dropdown menu and three buttons: 'Add', 'Edit', and 'Delete'; 'Login type:' with a dropdown menu showing 'None'; 'User name:' with a text box; and 'Password:' with a text box. At the bottom right, there are 'Add' and 'Cancel' buttons.

Figure 6 Add Server with NAT

3. Fill in the NAT fields as follows:

External host	Enter the public IP address as defined on the network firewall. Append the IP address with “:port #”
Internal IP	Enter the internal IP address of the NVR server including “:port #” after the address. This port number must be the same used in the External host address.
Local internal IP/Subnets	Identifies the local subnet(s). Once subnets are defined, this becomes an active drop-down list, allowing you to select from the different subnets available.
	Click the Add button to add an internal IP Address and Subnet Mask.
	Click the Edit button to edit the selected local IP and Subnet Mask.
	Click the Delete button to delete the selected local IP and Subnet Mask.

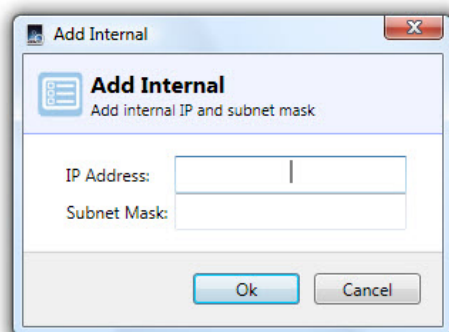


Figure 7 Adding internal IPs and subnet mask

4. In the *Add Internal* pop-up:
 - a. Identify the IP address of the NVR server. Do not include the port number here.
 - b. Enter the Subnet Mask found on the NVR machine.
 - c. Click **Ok**.
5. Complete the *Add Server* pop-up and continue with step 4 in *To Add an NVR to Ocularis Base* found on page 9.

ADDITIONAL NAT CONFIGURATION

In addition to the steps above, in order to access video from outside the firewall, be sure that the following additional parameters are configured:

For NetEVS Network Video Recorders

In the *Network Tab* for the specified NetEVS Recording Server:

- **Enable Public Access** is on (enabled).
- The **Public Address** is specified including the **Public port**. This is the same as the *External Host* IP Address.
- Local IP address ranges are configured

For NetDVMS Network Video Recorders

In the *Image Server Administrator*:

- **Enable Outside Access** is on (enabled).
- The **Outside Address** IP address is the same as the *External Host* IP Address.
- **Outside Port** should be the same as the *External Host* IP Address (and the same as the NVR port number) unless the router supports port forwarding. In this case, configure port forwarding directly on the router.

Servers List

The resulting **Servers** list is collapsible and expandable by clicking the symbol in front of the list item. Windows Vista uses a “triangle” symbol as shown in Figure 8. Windows XP uses a “+” to expand a node. Cameras, Triggers, Microphones, Speakers, Relay and Alerts are categories from the NVR and are also shown in Figure 8 .

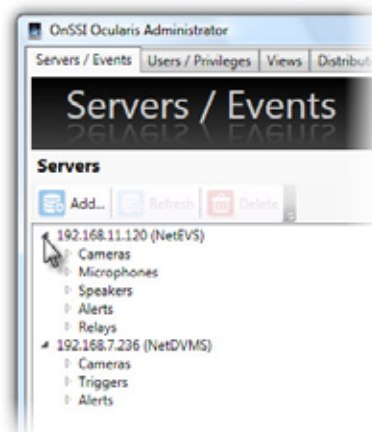


Figure 8 Added NVRs

Updating Server Properties

In the course of normal use, NVR properties change over time. New cameras are added, outdated cameras are removed, camera settings are changed, events are implemented, etc. In order for Ocularis be aware of any new parameters configured on the NVR, the NVR server information should be updated periodically.

In addition to this, the IP address of an NVR may change. You may also update an existing NVR server's IP Address.

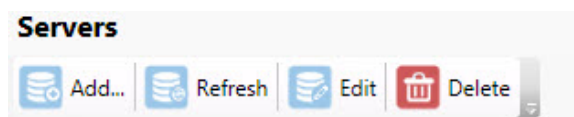
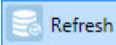


Figure 9 Servers Pane Toolbar

TO UPDATE A SERVER'S CONFIGURATION

Follow these steps to update Ocularis on any new configuration settings on the NVR or other server. This is NOT to be used when modifying the NVR's IP Address. See [To Edit an NVR's IP Address or Account Info](#) below.

1. In the **Servers / Events** Tab, select the NVR / server you wish to update from the **Servers** pane.
2. Click the **Refresh** button. 

An “Updating” message appears as the configuration is refreshed.

TO EDIT AN NVR'S IP ADDRESS OR ACCOUNT INFO

Follow these steps to modify an NVR / server's IP Address, NAT configuration or master username and password.

1. In the **Servers / Events** Tab, select the NVR you wish to update from the **Servers** pane.
2. Click the **Edit** button.



An *Edit Server* pop-up screen appears.

A screenshot of the "Edit Server" dialog box. The title bar says "Edit Server". Inside, there's a header "Edit Server" with a subtitle "Edit a server in system". Below this are fields for "Host" (192.168.7.236:8080), "Login type" (Basic), "User name" (admin), and "Password" (masked with dots). There's a "Behind NAT" checkbox. At the bottom are "Update" and "Cancel" buttons.

Figure 10 Edit Server

3. Modify the settings as needed.
4. Click the **Update** button.

An "Updating" message appears as the configuration is updated.

TO REMOVE AN NVR OR OTHER SERVER

Use the procedure below to remove an NVR or other server from the Ocularis system. This will not delete the NVR or its software; it will simply remove Ocularis' access to the server or NVR.

1. In the **Servers / Events** Tab, select the server you wish to remove from the **Servers** pane.
2. Click the **Delete** button.



A message appears as the NVR is removed.

Events Pane

The **Event** pane of the **Servers / Events** tab is where administrators configure Ocularis events. This includes:

- Creating associations between events and cameras.
- Camera events are identified and video alerting is mapped between cameras and events.
- Creating new events, such as Data Link (Generic), Composite Events and Analytic Events.

Events configured in this tab identify system wide events. Filtering these events to individual users is done in the [Distribution Groups Tab](#).

Note:

In order to use events with Ocularis Base, an event proxy related to the event (such as an NVR event proxy) must first be installed on the Server machine where the event originates. See the Ocularis Installation & Licensing Guide for instructions on installation and configuration of OnSSI NVR Event Proxies.

The imported NVR(s) should be listed in the **Events** pane. See Figure 11. If this is not the case, please check that the NVR or server event proxy has been installed. You may need to restart the event proxy and/or restart the *Ocularis Administrator* application.

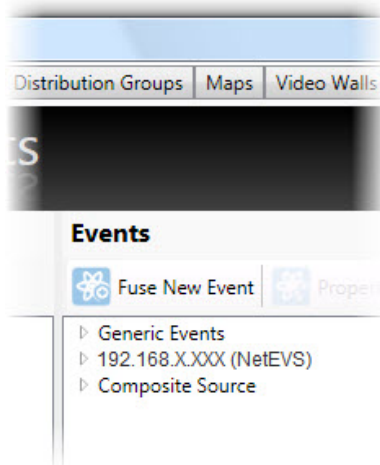


Figure 11 NVR listed in Events Pane

Expand the NVR Events list by clicking on the triangle next to the NVR name.

Note:

There may be a slight delay from the time a server is imported to the time the proxy appears in the Events Pane. If you expect to see an event proxy listed in the Events pane but it has not appeared, try the following:

1. Exit the Ocularis Administrator
2. Restart the OnSSI Event Coordinator Service which is located on the Ocularis Base Server
3. Restart the Ocularis Administrator

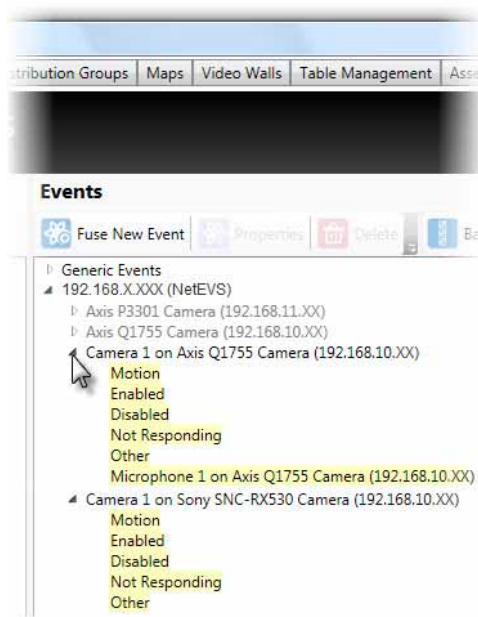
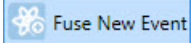
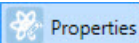
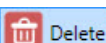
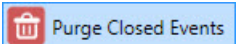


Figure 12 Expanded List of Available Events

From the sample shown in Figure 12, you can see that some cameras may have more available device events than others. This is based on the camera itself as well as other event settings inherited from the NVR. NVR based Generic events will also appear here.

Administrators determine which events on which camera they would like included as part of the alert notification process. This is accomplished by associating camera video with these events to create what is called an **Event Rule**.

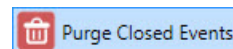
Buttons within the *Events* pane are defined as follows:

Fuse New Event		Use this to create a composite event. See To Configure a Composite Event .
Properties		Use this to modify the priority or audio file of a Composite Event or Event Rules .
Delete		Use this to delete Composite Events or Generic Events (Data Link Events).
Batch Handle Events		Use the Batch Handle Events button to handle all 'unhandled' alerts. See also: To Batch Handle Events .
Purge Closed Events		Use the Purge Close Events button to delete all closed events on the server. See also: To Purge Closed Events .

Purge Closed Events

When an event is handled in the *Ocularis Client*, it becomes a handled or “closed” event. The *Ocularis Administrator* application provides a means to delete all closed events. When administrators purge closed events they are deleted permanently.

To PURGE CLOSED EVENTS

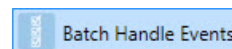


1. In the **Servers / Events** tab, click the **Purge Closed Events** button.
An “*Are you sure you wish to delete all handled events*” warning message appears.
2. Click **Yes** to purge these events.

Batch Handle Events

As events occur and users are alerted in the *Ocularis Client*, operators “handle” the events. (See ‘*Handling Alerts*’ in the *Ocularis Client User Manual*.) All ‘unhandled’ events eventually accumulate. Administrators may remove these events and place them in a ‘Closed’ status by using the **Batch Handle Events** button.

To BATCH HANDLE EVENTS



1. In the **Servers / Events** tab, click the **Batch Handle Events** button.
An “*Are you sure you wish to batch handle all unhandled events*” warning message appears.
2. Click **Yes** to handle these events.

You’ll be able to see these in the Handled Alerts list in the *Ocularis Client*.

Note:

The Batch Handle function currently supports handling only ALL unhandled events.

Event Rules

Event Rules are formulas by which the system follows in order to alert users that the event took place. An example of this is to display camera video in a *blank screen pane* if an event has occurred. Cameras are mapped to events that are system defined (such as motion on a camera) or user defined (such as a Data Link or Composite Event). Create a simple Event Rule by associating camera video with an event. Events which are mapped in the **Servers / Events** tab are system-wide. Administrators determine which users will get visibility to these events in the [Distribution Groups Tab](#).

TO ASSOCIATE CAMERA VIDEO WITH EVENTS (TO CREATE AN EVENT RULE)

1. In the **Servers / Events** Tab, expand the **Cameras** list in the **Servers** pane for cameras whose video you wish to include in automated events.
2. Expand the list in the **Events** pane until you locate the event to which you would like to map camera video.
3. For the desired event, drag & drop the camera name from the **Servers** pane to the event listed in the **Events** pane. (See Figure 13).

Tip: If you want to associate the camera video to all events affiliated with that camera, drag & drop the camera name from the left Servers pane directly onto the camera name in the Events pane.

When the camera video is successfully associated and an **Event Rule** is created, it appears highlighted in yellow.

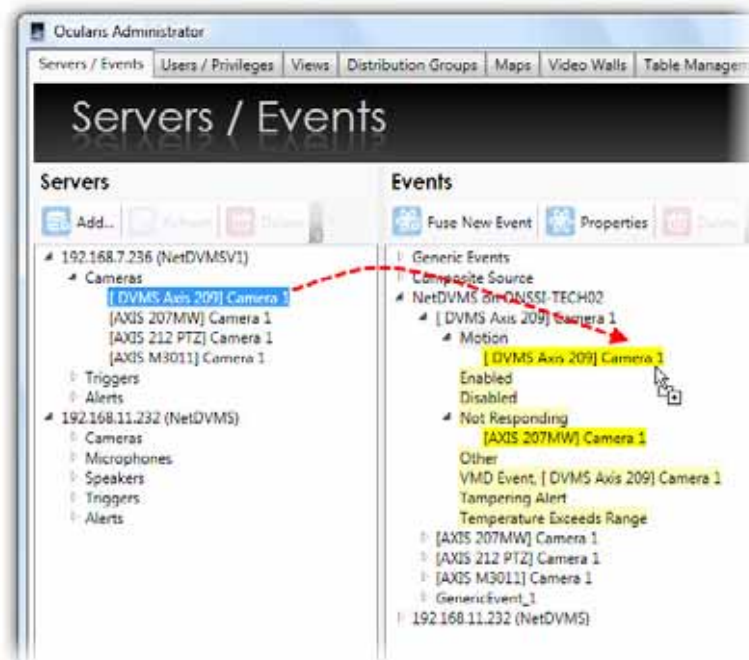


Figure 13 Drag & Drop to Associate Events

For the example shown in Figure 13, the following **Event Rules** are configured:

- If there is motion detected on the Axis 209 Camera 1 camera, then display the video from the Axis 209 Camera.

- If the Axis 209 Camera 1 camera is not responding, then display video from the Axis 207MW Camera.

Video generated by these automated events will appear in a [Blank Screen](#) pane on the operator's *Ocularis Client* view.

TO REMOVE A CAMERA FROM AN EVENT RULE (DISASSOCIATE A CAMERA)

1. In the **Servers / Events** Tab, expand the nodes in the **Events** pane until you see the Event Rule you wish to remove.
2. Click and drag the camera to the left, off the Event.

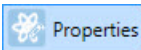
The camera mapping is removed and the Event Rule should be cleared.

Event Priority

Events can be prioritized. For example: an organization may deem that the loss of video from camera 1 is critical but the loss of video of camera 7 is not. These priorities may be set by the system administrator. The priority of the event will dictate how it appears within the *Ocularis Client*.

By default, when an Event Rule is created, it is assigned a priority of 5 or *Normal*.

TO MODIFY THE PRIORITY OF AN EVENT

1. In the **Servers / Events** tab, expand the **Event Rule** in the **Events** pane whose priority you wish to change.
2. Select (highlight) the **Event** for the event rule (not the camera name).
3. Click the **Properties** button  or right-click the event and select **Properties**.
4. In the resulting **Event Rule** pop-up, select the desired priority and click **Ok**.

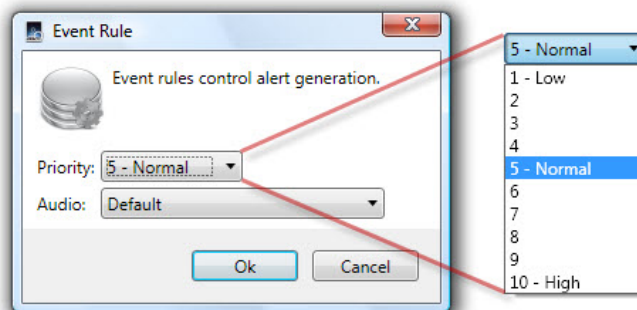


Figure 14 Event Rule Priority

Event priorities are identified in *Ocularis Administrator* and in *Ocularis Client* by color.

Priority Level	Color Shade	Priority Level
1-3	Green	Low
4-6	Yellow	Medium (Normal)
7-10	Pink/Red	High

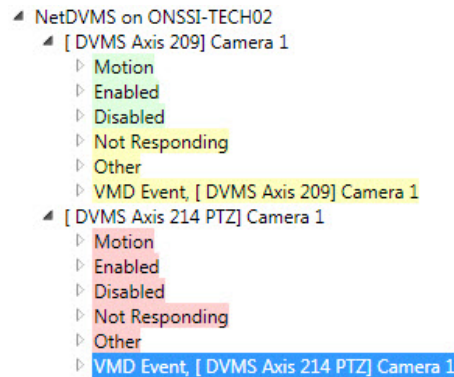


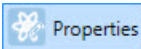
Figure 15 Priorities Color Coding

Event Sound

When an event occurs, the subsequent alert can play a sound file as an added attention getting mechanism. The sound played can be configured by the system administrator. The same (default) sound can be played for all alerts or configured on an alert by alert basis. Sounds are not required and no sound is also supported.

Audio files are imported in the **Assets** Tab where the default audio file is set. See *Audios* on page 56 for more information on sound file configuration.

To MODIFY THE AUDIO OF AN EVENT

1. In the **Servers / Events** tab, expand the **Event Rule** in the **Events** pane whose sound you wish to change.
2. Select (highlight) the **Event** for the event rule (not the camera name).
3. Click the **Properties** button  or right-click the event and select **Properties**.
4. In the resulting **Event Rule** pop-up, from the Audio drop-down, select the desired sound file, **None** or **Default**.
 - If you click 'None', no sound file will be played when the event occurs. If there is no option available labeled 'None', then 'None' must already be set as the default option. Select 'Default'.
 - If you select a .wav file, that sound will play when the event occurs.
 - If you select 'Default', you may get a sound file or no sound, depending on the default setting in the **Assets** tab. In the event where 'None' is configured as the default audio in the **Assets** Tab, the option 'None' will not be visible in the drop-down list. In this case, selecting 'Default' is equivalent to selecting 'None'. You should be aware of the default audio setting in the **Assets** Tab when configuring events.
5. Click **Ok**.

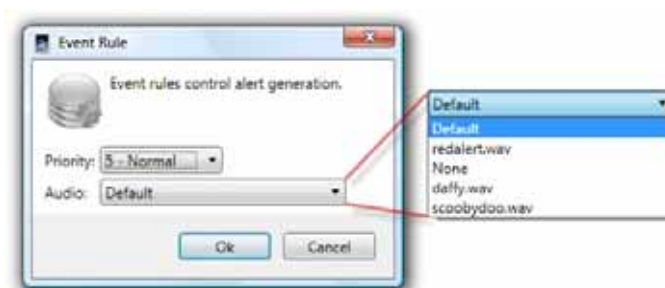


Figure 16 Event Rule Priority

Composite Events

A *Composite Event* is combination of Event Rules defined with a specific relationship and timeframe. The following are examples of a composite event:

*If there is motion on Camera 1 and within the next 5 seconds
there is motion on Camera 2, trigger an alert*

or

*If there is a card swipe detected from an access control panel AND there is an analytic
event that determines two people entered ("tail-gating"), trigger an alert*

To CONFIGURE A COMPOSITE EVENT

1. In the **Servers / Events** tab, click the **Fuse New Event** button.  Fuse New Event
2. Fill out the **Composite Event** pop-up.

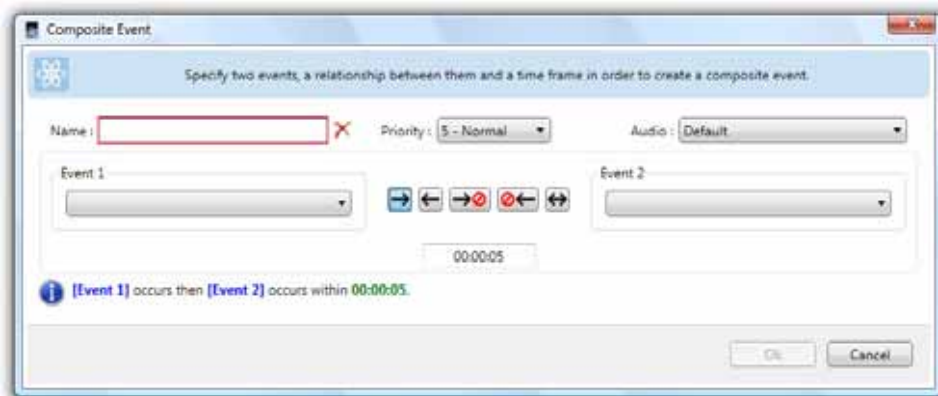


Figure 17 Configure a Composite Event

Fields are defined as follows:

Item	Description
Name	Enter a descriptive name for the composite event.
Priority	Select a Priority for the composite event.
Audio	Select the audio file to be played when the composite event occurs.
Event 1	Select an event to begin to define the condition for which the rule alert should be met. This event may be an Event Rule, another composite event or any event listed.
Relationship Icons	These directional arrows define the relationship between two Event Rules and are defined below .
Event 2	Select a second event to finalize the condition for the composite formula. This event may be an Event Rule or another Composite Event.
Time Period	Specify a time period in the format HH:MM:SS. Valid times are: HH = 0 through 23 MM = 0 through 59 SS = 0 through 59

Relationship Icons

	If Event 1 occurs before Event 2 occurs
	If Event 1 occurs prior to Event 2 occurring
	If Event 1 occurs but Event 2 does not occur within the specified time period
	If Event 1 does not occur in the time period defined, prior to Event 2 occurring.
	If Event 1 and Event 2 occur within the time period specified.

- Click **Ok** to save these settings.

As you build your composite event, there is an information section that helps you interpret the rule's meaning.

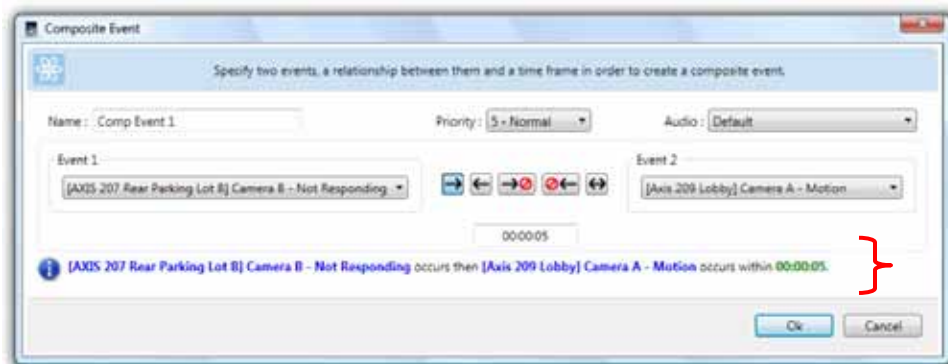
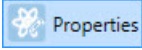


Figure 18 Informational Message Area

Refer to the example shown in Figure 18: This composite event will trigger an alert if Camera B becomes unresponsive and within the next 20 seconds there is motion in the field of view of Camera A.

To MODIFY A COMPOSITE EVENT

1. In the **Servers / Events** tab, locate the Composite Event in the **Events** pane under the Composite Source node.
2. Highlight the Composite Event.
3. Click the **Properties** button. 
4. In the resulting *Composite Event* pop-up, modify desired settings.
5. Click **Ok** to save changes.

To DELETE A COMPOSITE EVENT

1. In the **Servers / Events** tab, locate the Composite Event in the **Events** pane under the Composite Source node.
2. Highlight the Composite Event.
3. Click the **Delete** button. 
4. You will be prompted with the message:
"Are you sure that you want to delete this composite event rule?"
5. Click **Yes** to delete the Composite Event.

Data Link Events

Ocularis Base has the ability to analyze TCP or UDP data packets and automatically trigger an alert when specified criteria are met. This expands event coverage to external devices such as access controls systems. These events are called Data Link Events and also referred to as *generic events*.

Components of a Data Link Event

Data Link Events are made up of *Connections* and *Rules*. Connections define the protocol and port which Ocularis should monitor and analyze for the event. This is considered the *event source*. Rules allow you to define the actual string that should be used in the analysis of the event source. You may have multiples rules defined for the same connection and these rules may be used in Composite Events.

To CREATE A DATA LINK EVENT

Creating a Data Link Event involves these steps:

- Create a Connection for the Event Source.
- Define at least one rule for the Connection.
- Test the Rule
- Map camera video to the rule to allow for Blank Screen monitoring.

To CREATE A CONNECTION FOR A DATA LINK EVENT

1. In the **Servers / Events** tab, expand the Generic Events node in the **Events** pane to expand it.
2. Click **[add connection..]**

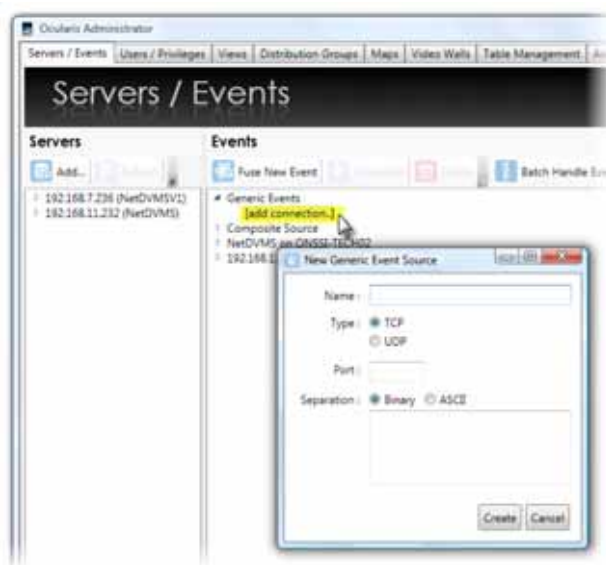


Figure 19 Add Data Link Connection

- Fill out the resulting *New Generic Event Source* pop-up window according to the following:

Item	Description
Name	Enter a descriptive name for the Event Source. This is what will appear in the alert so be as descriptive yet concise as possible.
Type	Select the protocol (TCP or UDP) based on the device you are monitoring.
Port	Enter the port on which Ocularis Base should listen for the data sent by the event source.
Separation	Select the format for data transmission. (Binary or ASCII) You may also enter a Separation character to identify to Ocularis Base, when an end of string as been received. Enter this character in the Separation field.

- When pop-up is complete, click the **Create** button.

The Connection for the event source should be listed under *Generic Events* in the **Events** pane.

TO DEFINE A RULE FOR A DATA LINK CONNECTION

Be sure to first define an event source prior to defining a rule. See [To Create a Connection for a Data Link Event](#).

- In the **Servers / Events** tab, expand the Generic Events node in the **Events** pane to expand it and select the Data Link Connection.
- Expand the Connection by clicking the expand symbol next to it.

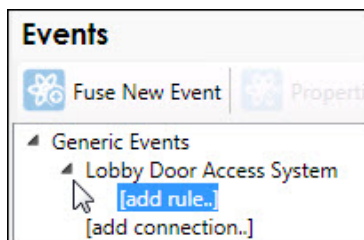


Figure 20 Expand Connection to add a rule

- Click **[add rule..]** beneath the Connection.

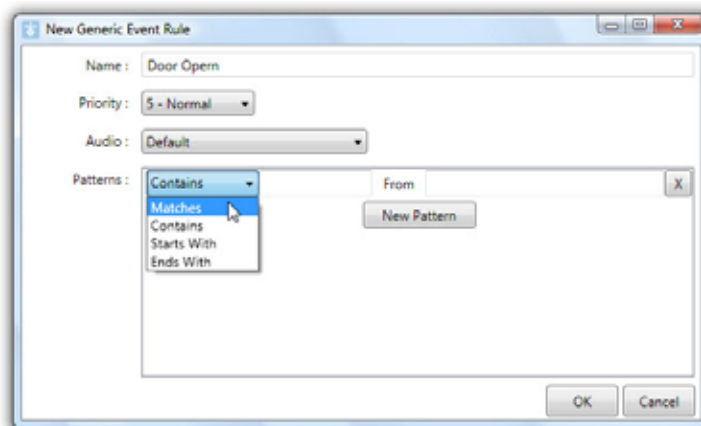


Figure 21 Add Data Link Rule

4. In the resulting pop-up window, fill out the fields as follows:

Item	Description
Name	Enter a descriptive name for the rule.
Priority	Assign a priority for the rule. See Event Priority on page 18 for more information on priorities.
Audio	Select an audio file to play when the event occurs. This selection is optional.
Patterns	Click the New Pattern button to open up a row for pattern definition. See Patterns for Rules below for more information.

5. Click **OK** when done.

You may define multiple rules for the same Data Link connection.

Patterns for Rules

When specifying the logic for Ocularis Base to use when analyzing data packets you have several options. You must know the string or a portion thereof that you wish to look for in order to trigger the event. The options for searching for the string are as follows:

Item	Description
Matches	The string you specify must be detected in its entirety with exactly the characters you specify.
Contains	The string you specify can be located anywhere within the string of the data packet.
Starts With	The data packet must begin with the string you specify.
Ends With	The data packet must end with the string specified.

Sources for Patterns

For each string to be analyzed on a specified port, you can also limit the analysis to be from a specific IP address. For TCP based connections, enter the IP address for the pattern for which you wish to restrict analysis in the **From** field. This is an optional field. If left blank, the pattern will be evaluated on any IP address.

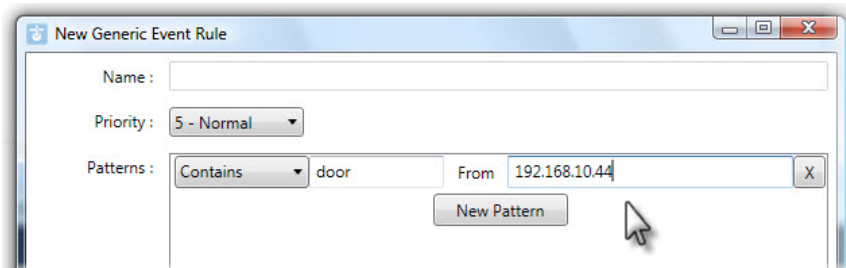


Figure 22 Specify source of Pattern

You may include multiple patterns for the same rule. The Boolean logical operator "OR" will be applied for each.



Figure 23 Using Multiple Patterns

In the example shown in Figure 23, the following data link event is configured: "if the text string 'Alarm 1' or 'Alarm 2' or 'Alarm 3' or 'Alarm 4' appears within the specific port, trigger the Fire Alarm Lobby Rule. (the port is configured with the connection).

TO MAP THE RULE

Once the rule has been created, you may associate video from a camera to this event. Do this by dragging and dropping the camera from the *Servers* pane to the Generic Event on the *Events* pane. Follow the same steps as discussed in *To Associate Camera Video with Events (To Create an Event Rule)* on page 17.

Determine Alert Distribution

Administrators determine which users will get notification of associated events in the [Distribution Groups Tab](#). This step needs to occur in order to see alert video or to test the Data Link event.

TO TEST THE DATA LINK EVENT

You can perform a manual test of the Data Link/Generic event to determine if it is properly configured.

1. In the **Servers / Events** tab, expand the Generic Events node in the **Events** pane to expand it and select the Generic Event.
2. Expand the Connection by clicking the expand symbol next to it.

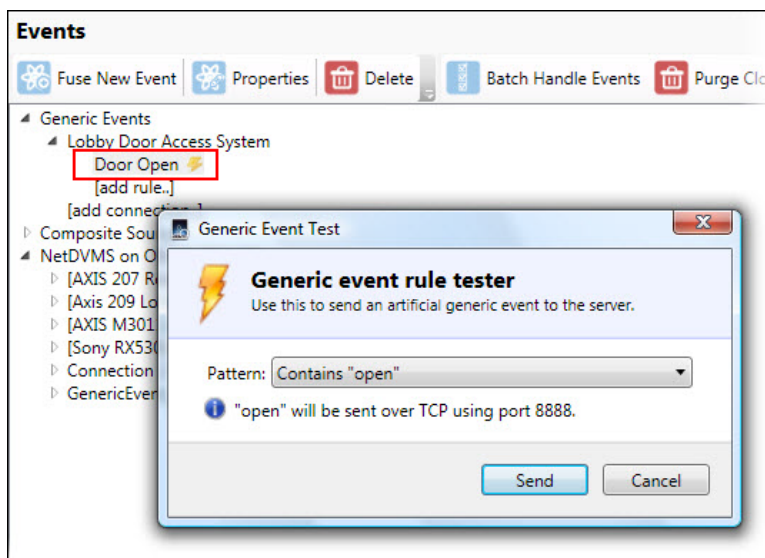


Figure 24 Testing Generic Events

3. Click the lightning bolt symbol adjacent to the rule name. 
A *Generic event rule tester* pop-up appears.
4. You can select any pattern associated with the event to test.
5. Click **Send**.
A test event will be generated and sent based on configured rules.

Users / Privileges Tab

This tab is used to define users and user groups within the Ocularis system.

The Ocularis Group/User Hierarchy

Access to the Ocularis surveillance environment is controlled through the use of **Groups** and **Users**. Groups are assigned access and privileges to various components of the system. An example would be to assign or to block the ability to control the PTZ function on a particular PTZ camera. Once a group's operating parameters are established, users can simply be assigned to the group and inherit the privileges of the group.



Figure 25 Users / Privileges Tab

The **Users / Privileges** Tab is divided into several sections:

1. Near the top, there is a toolbar containing several function buttons that apply to items on the tab.
2. On the left, there is a **Groups** pane that displays existing groups and users.
3. In the center, there is a **Devices** pane which displays a list of available devices installed on the system. These devices were inherited from the NVR(s) imported from the **Servers / Events** tab.
4. On the right, the **Privileges** pane displays those devices assigned to the selected user group. This area is initially blank until assignments are made.
5. Above the **Privileges** pane is a set of checkboxes used to control global settings on all listed devices.
6. Near the bottom of the tab the **Video Walls** pane will list existing video walls and those to which the selected group may have access.

These items will be further defined in upcoming sections.

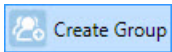
Working with Groups

The installation process creates one user group titled **Default**. This user group has two accounts: **Admin** and **Guest** (each has a matching password).

The Admin user account is an administrative user account. The Admin user can view and change anything in *Ocularis Administrator*. We recommend changing the password of this account immediately. **DO NOT DELETE THIS ACCOUNT.**

The Guest account is a *Standard* client only account. This means that this user can access video through the Ocularis Client but will not be able to log in to the *Ocularis Administrator*.

To CREATE A USER GROUP

1. In the **Users / Privileges** Tab, click the **Create Group** button. 
2. An entry in the list called **New Group** appears. Edit the text to the group label you wish to create.
3. Press **[ENTER]**.

The new group appears in the list. Repeat this process for each group you wish to add.

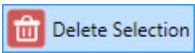
To MODIFY A USER GROUP NAME

1. In the **Users / Privileges** Tab, double-click group name in the **Groups** list.
2. Edit the text to the group label as needed.
3. Press **[ENTER]**.

The updated group name appears in the list.

To DELETE A USER GROUP

1. In the **Users / Privileges** Tab, select the group you wish to delete.

2. Click the **Delete Selection** button. 

An "Are you sure you want to delete this group...?" warning message appears.

3. Click **Yes** to delete the group.

Device Privileges

Ocularis provides administrators centralized control for assigning privileges to users for all cameras on the system regardless of the NVR. Users will not be able to view camera video or access other devices unless they are given access privileges in the **Users / Privileges** tab of the *Ocularis Administrator* application. Access is granted at the group level.

Note: Be sure to set privileges for the **Default** group. This includes the user **admin**. The Default group should be given access to all devices. This allows the **admin** user the ability to configure the system for others.

To ASSIGN DEVICES TO A GROUP

1. In the **Users / Privileges** Tab, select the group you wish to assign devices.
2. Select the device or devices you wish to assign to the group in the **Devices** list. Use the **SHIFT** or **CTRL** keys to select multiple items.
3. Click, drag and drop the device(s) from the **Devices** pane to the **Privileges** pane.



Figure 26 Devices Assigned to the Security Guards Group

By default, each device is assigned with all privileges allowed.

To SET PARAMETERS FOR DEVICES IN A GROUP

Once devices are assigned, individual functions on that device may be granted or restricted. Privileges are assigned at the user group level, not at the user level.

1. In the **Users / Privileges** Tab, select the group whose devices you wish to set privileges.
2. To modify privileges for a single device, in the **Privileges** pane, click the corresponding checkbox next to the device name.
3. To modify privileges for the entire list of devices, click the checkbox at the top heading of the **Privileges** pane for the corresponding privilege.

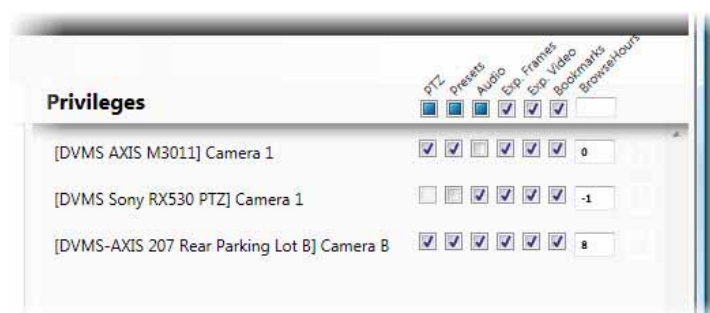


Figure 27 Privileges Assigned To Devices For A Group

Settings are automatically saved.

Privileges Defined

Privileges set in this tab apply to the user's capabilities for the device within the *Ocularis Client*. Privileges may be set on a device by device basis for the user group or the privilege can be set for all devices within the group.

Item	When checked:
PTZ	The users of this group will have the ability to operate pan, tilt & zoom functions on applicable cameras.
Presets	The users of this group will be able to direct a PTZ camera to configured preset positions.
Audio	If the device supports it, the users of this group will have the ability to listen to audio from the device.
Exp. Frames	The users of this group will have the ability to export still images in .jpg format from Browse mode of the <i>Ocularis Client</i> . This will only be applicable if the value in <i>BrowseHours</i> is not equal to 0.
Exp. Video	The users of this group will have the ability to export video in both .AVI and Database Format from Browse mode of the <i>Ocularis Client</i> . This will only be applicable if the value in <i>BrowseHours</i> is not equal to 0.
Bookmarks	The users of this group will have the ability to export bookmarks from Browse mode of the <i>Ocularis Client</i> . This will only be applicable if the value in <i>BrowseHours</i> is not equal to 0.
BrowseHours	The value entered here identifies if and for how long into the past the users of this group can view recorded video in Browse mode of the <i>Ocularis Client</i>. Valid Values include: 0 = No Browse Privilege -1 = Unlimited Browse Privilege (any available video from past recordings may be viewed) 1 through 168 = The number of hours that the users in this group may browse recorded video for the device. If the user does not have Browse privileges to a device or the user attempts to view video prior to valid browse hour times, the video will appear darkened within the <i>Ocularis Client</i>.

TO REMOVE A DEVICE FROM A GROUP

1. In the **Users / Privileges** Tab, select the group containing the device you wish to remove.
2. Click the **Remove** icon.

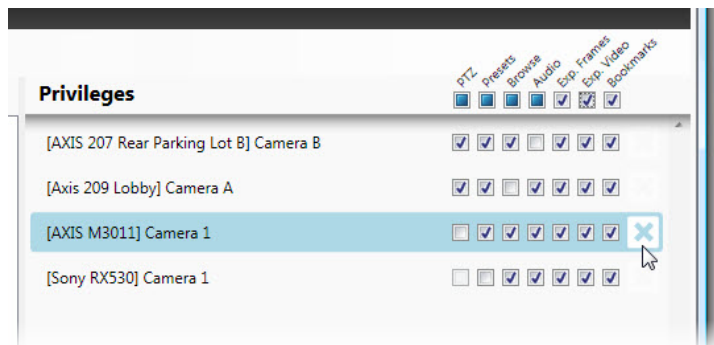


Figure 28 Remove a Camera Privilege

Video Wall Privileges

Similar to devices, users need privileges in order to view a video wall. These privileges are set in the **Users / Privileges** tab.

TO ASSIGN A VIDEO WALL TO A GROUP

1. In the **Users / Privileges** Tab, select the group you wish to assign the video wall(s).
2. Drag and drop an existing video wall from the **Video Walls** pane to the **Privileges** pane. (To create a video wall, see [Creating a Video Wall](#) on page 82).

TO REMOVE A VIDEO WALL FROM A GROUP

1. In the **Users / Privileges** Tab, select the group containing the video wall you wish to remove.
2. Click the **Remove** button next to the video wall to remove.

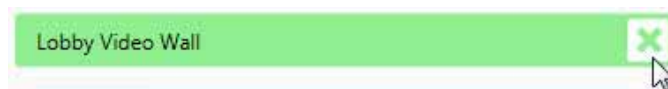


Figure 29 Remove Video Wall Privilege

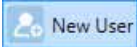
Working with Users

Once privileges have been established for devices and video walls for groups, Ocularis users need to be created and assigned to the groups.

There are three user roles in Ocularis Base: **Administrator**, **Group Administrator** and **Standard**.

User Role	Description
Standard	This user can access video on the NVR using the <i>Ocularis Client</i> by logging into Ocularis Base. This user has no access to <i>Ocularis Administrator</i> .
Group Administrator	This user has limited access to <i>Ocularis Administrator</i> . He or she can log into <i>Ocularis Administrator</i> but may only manage their own user group or its settings. This user can add, modify or delete users in their own user group as well as modify other aspects of <i>Ocularis Administrator</i> as it applies to this user group. There are some restrictions placed on Distribution Groups which will be discussed in Distribution Groups Tab on page 72.
Administrator	This is the super user for Ocularis Base. It is the user account admin . This user may view, change or edit any part of the system. We recommend changing the password for this account.

TO CREATE A USER ACCOUNT

1. In the **Users / Privileges** Tab, select the group to wish you would like to add users.
2. Click the **New User** button. 
3. In the **Add New User** pop-up window, enter the **User name** to be created. Usernames are not case sensitive, and may included letters, numbers special characters and spaces.

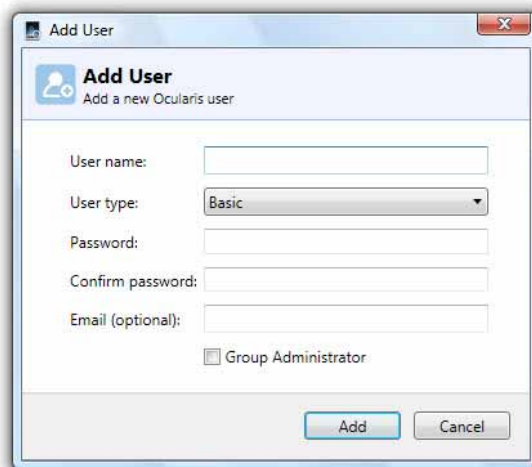


Figure 30 Add New User

4. Select the **User type**:

Type	Description
Basic	Select Basic if not using Windows Active Directory
Windows User	Select Windows User if logging in with the local Window's user account
Windows Group	Select Windows Group if user is to log in via Windows Active Directory Group

Note: If the Windows User you are creating is part of a domain, you must include the domain when you enter the User Name. Use the format:
domain\username in the User Name field

5. Enter a **Password** for this user.

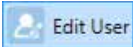
A password:

- Is required
 - Must contain at least 4 characters
 - May contain letters, numbers, special characters and spaces
 - Is case sensitive
 - Does not expire
6. Re-enter the password to ensure accuracy.
 7. Enter the email address for this user. This field is optional.
 8. Check the **Group Administrator** checkbox if this user is to have **Group Administrator** access.
 9. Click **Add**.
 10. Repeat for all users.

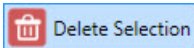
The user account will inherit all privileges of the group in which it is placed.

TO MODIFY A USER ACCOUNT

Administrators may reset the password, change the user's email address or modify Group Administrator privileges for a user account. If other changes are required, the account should be deleted and recreated. Group Administrators may perform these actions only for those users in his/her own group.

1. In the **Users / Privileges** Tab, select the user account you wish to modify.
2. Click the **Edit User** button. 
3. In the **Edit User** pop-up window:
 - a. Click **Password** to change the password.
 - b. Edit the user's **email address**
 - c. Check or uncheck the **Group Administrator** privilege
4. Click **Save**.

TO DELETE A USER ACCOUNT

1. In the **Users / Privileges** Tab, select the user account you wish to delete.
2. Click the **Delete Selection** button. 

An "Are you sure you want to delete this user...?" warning message appears.
3. Click **Yes** to delete the user account.

Views Tab

A *View* is the fundamental component when observing video from a client application such as *Ocularis Client*. When using Ocularis Base, views are configured within *Ocularis Administrator*, in the **Views** Tab.



Figure 31 Views Tab

The **Views Tab** is divided into four (4) areas:

1. The **View** list in the upper left portion of the tab contains a list of configured views organized by user group.
2. The **Content Types** listed in the lower left contain the available options that may be contained within a view pane.
3. The View working area can be found in the upper right area of the tab and is labeled with the view name or with **Select a View** if no view is currently selected.
4. The Preview pane in the lower right area of the tab contains thumbnails images of the available cameras.

Tip: You must have privileges to a device in order to create a view using that device. If you do not see any or a specific camera video in this pane, make sure the group you belong to contains privileges to view that camera's video.

Resizing Panes

In the event you need to manually resize a pane in the Views tab, position the mouse on the divider between two panes until you see the mouse cursor change to a double arrow. Then you may click and drag to resize the pane.



Figure 32 Resizing a Pane

Preview Pane Display

The Preview Pane display can be changed to display camera thumbnail in three different formats.

-  Large thumbnail images
-  Small thumbnail images
-  List view

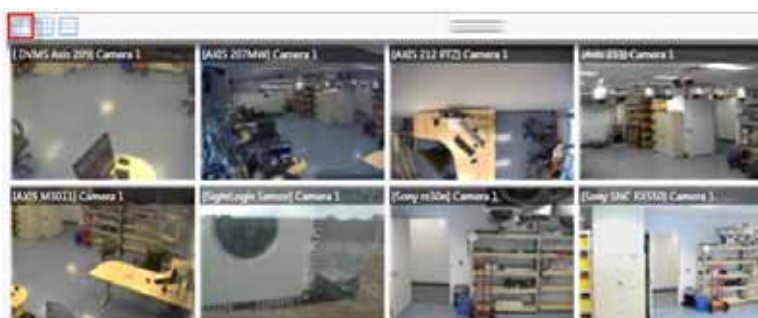


Figure 33 Large thumbnail images



Figure 34 Small thumbnail images



Figure 35 Camera List View

View Basics

A *View* is a collection of panes or windows that display video output. There are many layout options for views.

Ocularis Base views are configured from the **Views** Tab in *Ocularis Administrator*. Administrators configure the views on a group by group basis and control which view layouts and cameras are available to users when they use *Ocularis Client*.

If a new employee joins the organization, for instance, once they are made a member of a group they inherit all Ocularis Base views for that group.



Figure 36 Views as seen via Ocularis Client

View Configurations

The following view configurations are available in Ocularis:

1 x 1	1 x 3 Wide
2 x 2	2 x 4 Wide
3 x 3	1 x 8 Wide
4 x 4	4 x 3 Wide
5 x 5	1 x 5
6 x 6	1 x 7
7 x 7	4 Top, 2 Middle, 4 Bottom
8 x 8	

Table 1 Available View Configurations

A View consists of a varying number of *panes*. A *pane* will most often contain video output from a camera.

Content Types

In addition to streaming camera video, a pane may contain a:

- [Carousel](#)
- [Hot Spot](#)
- [Push Video](#) pane
- [Web Page](#)
- [Blank Screen](#)

Carousel

A Carousel within a View pane will alternate video from camera to camera. The cameras included in the alternating output as well as the transition time between images are configured in the *Ocularis Administrator*.

Hot Spot

A Hot Spot is a view pane dedicated to displaying the image from another view pane when manually selected by the user in *Ocularis Client*. For practical purposes, hot spots are typically placed in one of the larger size view panes.

Push Video

A Push Video window pane is one that is configured to accept video from another computer. Video may be “pushed” manually from one user to another user on the Ocularis Base environment. This action is performed in the *Ocularis Client*.

Web Page

A pane may contain an HTML webpage including (but not limited to): corporate websites, online maps, link collections, IP video camera configuration, flash presentation and images of a suspect, logo, map or event.

Blank Screen

When a pane contains a *Blank Screen* configuration, the pane will remain “blank” in the view until event driven video is triggered. The video will then be displayed in the Blank Screen pane. A benefit to using a Blank Screen is that it is attention getting. A Blank screen that suddenly displays video is easily noticed by a security guard or operator.

View Organization

Views are organized first by user group (as defined in the **Users / Privileges** Tab) and then by *folder*. A group may contain multiple folders and a folder may contain multiple views. A folder may also contain multiple folders (or nested folders).

Creating Views

Consider the users and their groups as they are intended to use the system. Some users will require certain views to certain cameras. Other users may require access to different cameras in different locations. The system administrator should take into account the user role and job function when creating views in the *Ocularis Administrator*.

As discussed previously, views are assigned to user groups but are organized by folders. Therefore, you must first create a folder and then you may create a view. Group Administrators may only create, edit or delete views within their own user group.

TO CREATE A FOLDER FOR A GROUP

1. In the **Views** Tab, select the group for which you would like to create a folder. You may also select an existing folder and create a nested folder beneath it.
2. Click the **Create a new view group** icon. 
3. A folder is created labeled “New Group”. You may edit the label directly. Press **[ENTER]** to accept editing changes.

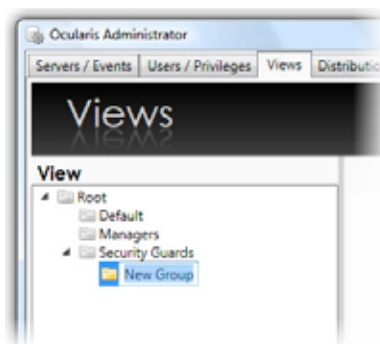


Figure 37 Create a View Group

To MODIFY THE NAME OF A FOLDER

1. In the **Views** Tab, double-click the group folder you wish to rename.
The folder name becomes highlighted as shown in Figure 37.
2. Type the new name for the folder.
3. Press **[ENTER]** to accept changes.

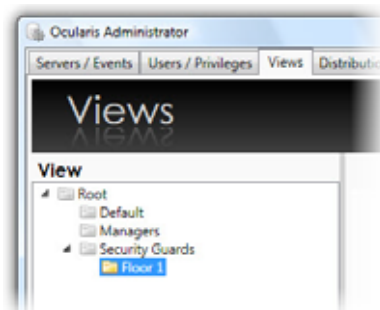


Figure 38 Rename a Folder

To DELETE A FOLDER WITHIN A GROUP

1. In the **Views** Tab, select the folder which you would like to delete.
2. Click the **Delete** icon.



An “Are you sure you want to delete this view group?” prompt appears.

3. Click **Yes** to delete.

To CREATE A VIEW WITHIN A FOLDER

Once view folders / groups are created, views may be added to them.

1. In the **Views** Tab, select the folder for which you would like to create the view.
2. Click the **Create a new view** icon.



The view layout pop-up appears.

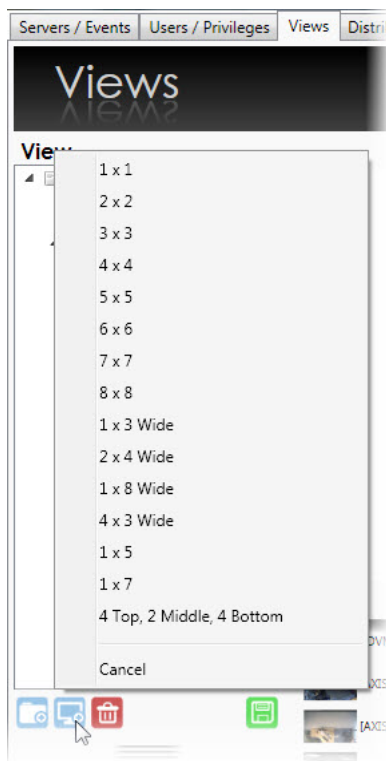


Figure 39 Create View - View Layouts

3. Select a layout from the list of [View Configurations](#).
A blank template for the layout appears in the View working area.
4. Populate each view pane by dragging and dropping a camera thumbnail or an item from the [Content Types](#) list onto the pane.
5. Click the **Save** icon to save the view. 

VIEW MODIFICATION

View modification is limited to renaming the view or changing the contents of a pane within the view. Reconfiguring the view layout is not available. Therefore if, for instance, you need to change the view layout from a 2 x 2 to a 3 x 3, you should delete the 2 x 2 view and create the 3 x 3 view from scratch.

TO RENAME A VIEW

1. In the **Views** Tab, double-click the view you would like to rename.
2. Type the new name for the view.
3. Press **[ENTER]**.

TO DELETE A VIEW

1. In the **Views** Tab, select the view which you would like to delete.
2. Click the **Delete** icon. 
An "Are you sure that you want to delete this view?" prompt appears.
3. Click **Yes** to delete the view.

To MODIFY CONTENTS OF A VIEW PANE

1. In the **Views** Tab, select the view which you would like to modify.
2. To change the configuration of an existing pane, click the pane to view the pane configuration settings. Make changes as required.
3. To replace a pane with a different component (camera, carousel, hot spot, etc.), remove the pane content by clicking the **Clear View** icon in the pane.



Figure 40 Click Clear View to remove pane contents

4. Replace the pane contents by dragging and dropping a camera thumbnail or content type onto the pane.
5. Click the **Save** icon to save the view. 

Configuring View Content Types

Once view panes are populated with content, specific parameters may be set for each content type. The following section will discuss:

- Camera Configuration
- Carousel Configuration
- Hot Spot Configuration
- Push Video Configuration
- Web Page Configuration
- Image Configuration
- Blank Screen Configuration

Camera Configuration

Actual video configuration for camera resolution and recording is done on the NVR or the camera manufacturer's set up page. Configuration for camera output here refers to how it appears in the *Ocularis Client*.

To CONFIGURE CAMERA OUTPUT

1. In the **Views** Tab, select the view which contains the pane with the camera video you wish to configure. (For information on creating a view see [To Create A View within a Folder](#) on page 41.)
2. Click on the pane with the video you wish to configure.

A pane configuration pop-up appears corresponding to the type of pane content selected (in this case, a camera).



Figure 41 Configuring Camera Output

3. You have the option to modify the following:

Framerate	This setting is the framerate for the camera while viewing Live video in <i>Ocularis Client</i> . Available options are: Full (default), Medium or Low . Save bandwidth by selecting Medium or Low.
Aspect	Useful for wide screen video output, the default option Keep Original may result in black vertical or horizontal bars surrounding the video when viewed in <i>Ocularis Client</i> . The Fit to Window option will cause the video to be stretched to fit the window pane and may appear slightly distorted.
Quality	Options are: Original , Super High , High , Medium , and Low . This setting applies to Live as well as Recorded video. To save on bandwidth, lower the image quality. The video from the camera is re-encoded to a JPEG format on the server before being sent to <i>Ocularis Client</i> . The default quality setting, Original , provides full quality of the original video. Low quality re-encodes the image to an output width of 160 pixels and a JPEG quality level of 20%.
Keep when maximized	When an individual pane is maximized in <i>Ocularis Client</i> , the default is to display the video in its Original quality. Check this box to maintain the quality parameters set here when the pane is maximized to full screen.

4. Click **Ok** when done.
5. Click the **Save** icon to save the view.



Carousel Configuration

Once a Carousel is dragged onto a view pane, it must be configured. You need to identify which camera output is to be used in the carousel, as well as the video parameters and dwell time.

To CONFIGURE A CAROUSEL

1. In the **Views** Tab, select the view which contains the pane with the carousel you wish to configure. (For information on creating a view see [To Create A View within a Folder](#) on page 41.)
2. Click on the pane with the carousel.
A pane configuration (Carousel Editor) pop-up appears.
3. Click and drag the camera thumbnails you wish displayed in carousel from the camera area to the space in the Carousel Editor.

Note:

You may need to resize the Preview pane in order to see the Carousel Editor.



Figure 42 Click & Drag Camera Output to a Carousel

4. Once the cameras are listed in the Carousel Editor, they can be reordered or their *dwell* time may be modified.
5. The following camera output parameters may be configured for a Carousel display:

Framerate	This setting is the framerate for the camera while viewing Live video in <i>Ocularis Client</i> . Available options are: Full (default), Medium or Low . Save bandwidth by selecting Medium or Low.
------------------	--

Aspect	Useful for wide screen video output, the default option Keep Original may result in black vertical or horizontal bars surrounding the video when viewed in <i>Ocularis Client</i> . The Fit to Window option will cause the video to be stretched to fit the window pane and may appear slightly distorted.
Quality	Options are: Original , Super High , High , Medium , and Low . This setting applies to Live as well as Recorded video. To save on bandwidth, lower the image quality. The video from the camera is re-encoded to a JPEG format on the server before being sent to <i>Ocularis Client</i> . The default quality setting, Original , provides full quality of the original video. Low quality re-encodes the image to an output width of 160 pixels and a JPEG quality level of 20%.
Keep when maximized	When an individual pane is maximized in <i>Ocularis Client</i> , the default is to display the video in its Original quality. Check this box to maintain the quality parameters set here when the pane is maximized to full screen.
Dwell Time	Dwell Time is the amount of time in seconds camera video is displayed before switching to the next camera in the list. The default Dwell Time is 10 seconds and is located underneath the <i>Keep when minimized</i> checkbox.

6. Click **Ok** when done.
7. Click the **Save** icon to save the view.



TO REORDER CAMERAS IN A CAROUSEL

1. In the **Views** Tab, select the view with the carousel you wish to configure.
2. Click on the pane with the carousel.
3. Locate the camera whose order you wish to switch.
4. Use the up or down arrow icon to move the selected camera up or down in the display order.

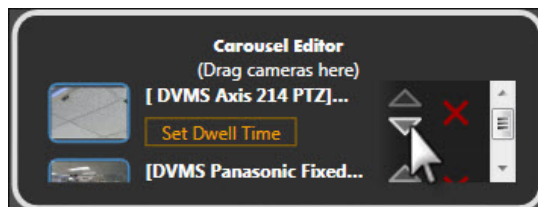


Figure 43 Reorder a Camera in a Carousel by clicking the arrowhead

5. Repeat for all cameras you wish to reorder.
6. Click **Ok** when done.
7. Click the **Save** icon to save the view.



TO REMOVE CAMERAS FROM A CAROUSEL

1. In the **Views** Tab, select the view with the carousel you wish to configure.
2. Click on the pane with the carousel.
3. Locate the camera you wish to remove.

- Click the **Remove Camera** icon 

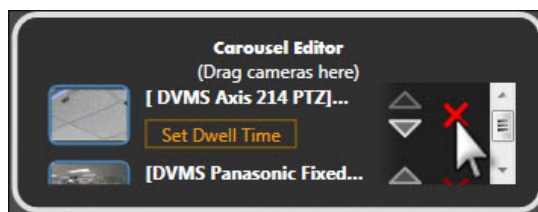


Figure 44 Remove a Camera from a Carousel

- Repeat for all cameras you wish to remove.
- Click **Ok** when done.
- Click the **Save** icon 

TO CHANGE OR VIEW THE DWELL TIME FOR AN INDIVIDUAL CAMERA

- In the **Views** Tab, select the view with the carousel you wish to configure.
- Click on the pane with the carousel.
- Locate the camera whose dwell time you wish to modify.
- Click the **Set Dwell Time** button.

A pop-up appears with a dwell time slider bar. The camera will inherit the default dwell time.



Figure 45 Setting the Dwell Time for an Individual Camera

- Uncheck the *Default* checkbox. This enables the slider.
- You may click & drag the slider to set the dwell time (in seconds) or you may type the number of seconds.
- Click off of the Dwell Time pop-up, preferable somewhere else on the Carousel Editor.
- Use the scroll bar to switch to and configure other cameras in this carousel.
- Click **Ok** when done.
- Click the **Save** icon 

Hot Spot Configuration

Administrators can configure the quality of the camera video displayed in a Hotspot.

To CONFIGURE A HOT SPOT

1. In the **Views** Tab, select the view which contains the Hot Spot. (For information on creating a view see [To Create A View within a Folder](#) on page 41.)
2. Click on the pane with the corresponding video.

A pane configuration pop-up appears corresponding to the type of pane content selected (in this case, a hot spot).



Figure 46 Configuring Hot Spot Output

3. You have the option to modify the following:

Framerate	This setting is the framerate for the hot spot while viewing Live video in <i>Ocularis Client</i> . Available options are: Full (default), Medium or Low . Save bandwidth by selecting Medium or Low.
Aspect	Useful for wide screen video output, the default option Keep Original may result in black vertical or horizontal bars surrounding the video when viewed in <i>Ocularis Client</i> . The Fit to Window option will cause the video to be stretched to fit the window pane and may appear slightly distorted.
Quality	Options are: Original , Super High , High , Medium , and Low . This setting applies to Live as well as Recorded video. To save on bandwidth, lower the image quality. The video from the camera is re-encoded to a JPEG format on the server before being sent to <i>Ocularis Client</i> . The default quality setting, Original , provides full quality of the original video. Low quality re-encodes the image to an output width of 160 pixels and a JPEG quality level of 20%.
Keep when maximized	When an individual pane is maximized in <i>Ocularis Client</i> , the default is to display the video in its Original quality. Check this box to maintain the quality parameters set here when the pane is maximized to full screen.

4. Click **Ok** when done.
5. Click the **Save** icon to save the view.



Push Video Configuration

Push Video panes are used in *Ocularis Client* to manually push video from one logged in Ocularis Base user to another logged in user. The Push Video function uses port 7007.

To CONFIGURE PUSH VIDEO

1. In the **Views** Tab, select the view which contains the Push Video Port pane. (For information on creating a view see [To Create A View within a Folder](#) on page 41.)
2. Click on the Push Video pane.

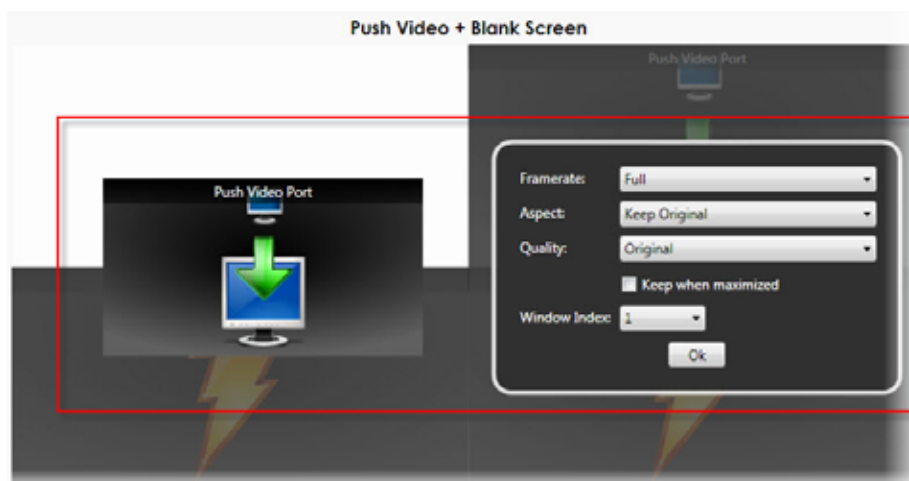


Figure 47 Configuring a Push Video Pane

3. You have the option to modify the following:

Framerate	This setting is the framerate for the pushed video while viewing in <i>Ocularis Client</i> . Available options are: Full (default), Medium or Low . Save bandwidth by selecting Medium or Low.
Aspect	Useful for wide screen video output, the default option Keep Original may result in black vertical or horizontal bars surrounding the video when viewed in <i>Ocularis Client</i> . The Fit to Window option will cause the video to be stretched to fit the window pane and may appear slightly distorted.
Quality	Options are: Original , Super High , High , Medium , and Low . To save on bandwidth, lower the image quality. The video from the camera is re-encoded to a JPEG format on the server before being sent to <i>Ocularis Client</i> . The default quality setting, Original , provides full quality of the original video. Low quality re-encodes the image to an output width of 160 pixels and a JPEG quality level of 20%.
Keep when maximized	When an individual pane is maximized in <i>Ocularis Client</i> , the default is to display the video in its Original quality. Check this box to maintain the quality parameters set here when the pane is maximized to full screen.
Window Index	If there are multiple panes configured for Push Video this index determines the order in which pushed video will appear in the view.

4. Click **Ok** when done.
5. Click the **Save** icon to save the view.



Web Page Configuration

In addition to camera video, panes may be populated by an HTML page accessible via URL or IP Address. Typical examples of these include:

- Company websites or logos
- Online or static maps
- Link collections
- IP Camera configuration page

Note:

Panes with web pages or images may not be maximized in Ocularis Client. For web pages, we recommend using a large size pane or even a 1 x 1 pane.

To CONFIGURE A WEB PAGE

1. In the **Views** Tab, select the view which contains the Web Page. (For information on creating a view see [To Create A View within a Folder](#) on page 41.)
2. Click on the pane with the Web Page.

A Web Page configuration pop-up appears.



Figure 48 Configuring a Web Page Pane

3. Type in the URL or IP Address for the content to be displayed. You will see a preview of the page.
4. Click **OK**.

The web page will now appear in the *Ocularis Client* and the user will be able to navigate the page using embedded links.

To MODIFY WEB PAGE CONFIGURATION

1. In the **Views** Tab, select the view which contains the Web Page. (For information on creating a view see [To Create A View within a Folder](#) on page 41.)
2. Click on the title bar of the pane with the Web Page. This is the black bar with the text “**World Wide Web Port**”.



Figure 49 Click the title bar to configure a pane with a Web Page

The Web Page configuration pop-up appears.



Figure 50 Edit a web page URL

3. Modify the URL as needed.
4. Click **Ok** when done.

Image Configuration

In addition to camera video, panes may be populated by static image. Typical examples of these include company logos, suspect photos, maps or other images in .jpg, .gif or .png format. Images are placed in the Web Page configuration pane.

Note:

Panes with images may not be maximized in Ocularis Client so consider the size of the pane when you assign the image.

TO CONFIGURE AN IMAGE IN A WEB PAGE

1. In the **Views** Tab, select the view which contains a Web Page. (For information on creating a view see [To Create A View within a Folder](#) on page 41.)
2. Click on the pane with the Web Page.

A Web Page configuration pop-up appears.



Figure 51 Configuring a Web Page Pane

3. In the URL text box, enter the full path and filename of the image. For instance: c:\photo.gif
4. Click **Ok**.

Blank Screen Configuration

As the name indicates, the view pane configured with a Blank Screen remains 'blank' until populated by video triggered by an event. The event trigger is configured in *Ocularis Administrator* and is discussed in [Event Rules](#) on page 17.

TO CONFIGURE A BLANK SCREEN

1. In the **Views** Tab, select the view which contains the Blank Screen. (For information on creating a view see [To Create A View within a Folder](#) on page 41.)
2. Click on the pane with the Blank Screen.

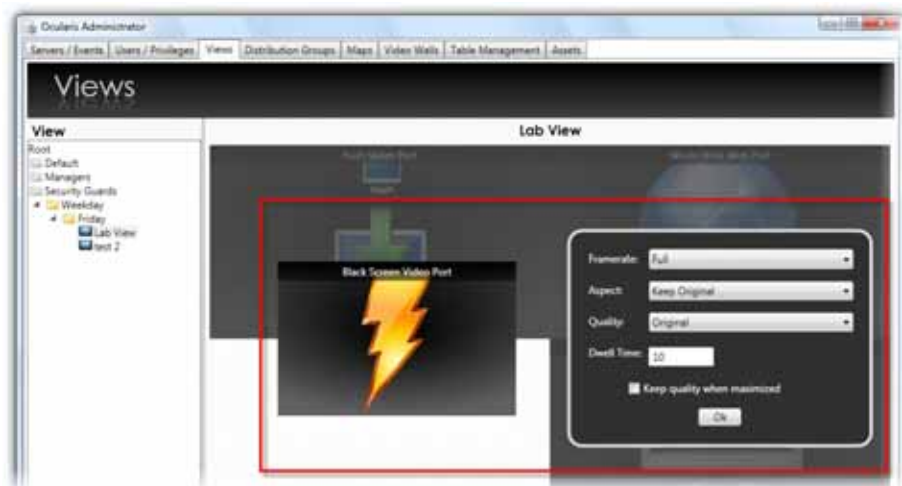


Figure 52 Configuring a Blank Screen Pane

3. You have the option to modify the following:

Framerate	This setting is the framerate for the pushed video while viewing in <i>Ocularis Client</i> . Available options are: Full (default), Medium or Low . Save bandwidth by selecting Medium or Low.
Aspect	Useful for wide screen video output, the default option Keep Original may result in black vertical or horizontal bars surrounding the video when viewed in <i>Ocularis Client</i> . The Fit to Window option will cause the video to be stretched to fit the window pane and may appear slightly distorted.
Quality	Options are: Original , Super High , High , Medium , and Low . To save on bandwidth, lower the image quality. The video from the camera is re-encoded to a JPEG format on the server before being sent to <i>Ocularis Client</i> . The default quality setting, Original , provides full quality of the original video. Low quality re-encodes the image to an output width of 160 pixels and a JPEG quality level of 20%.
Dwell Time	This is the amount of time in seconds that video will be displayed in a Blank Screen pane; applies to low and medium priority only.
Keep when maximized	When an individual pane is maximized in <i>Ocularis Client</i> , the default is to display the video in its Original quality. Check this box to maintain the quality parameters set here when the pane is maximized to full screen.

4. Click **Ok** when done.
5. Click the **Save** icon to save the view.



Assets Tab

The **Assets** Tab displays a centralized repository of all graphic images and audio files used in Ocularis Base. Administrators import graphic files and icon assets in this tab that may be used to configure Ocularis Maps.

Each organization will have a unique set of images and there is no limit to the amount of images that may be imported. An unlimited amount of audio files for use in alert notifications are also imported here.

Graphic images are imported through the Assets Tab and configured in the [Maps Tab](#).

Audio files are imported through the Assets Tab and configured in the [Server / Events Tab](#).



Figure 53 Assets Tab

The Assets Tab is divided into three sections:

1. The upper section displays imported map images.
2. The middle section displays default and imported icons used for cameras and other items on maps.
3. The lower section displays imported sound files.

Maps

This area houses the navigation maps available for use within the Ocularis Maps feature. Navigation maps can be any descriptive image of the surveillance installation – geographical maps, CAD drawings, aerial photographs, architectural plans, etc. Image file types supported are: .jpg, .png, .gif and .bmp. The system supports an unlimited number of maps.

Icons

Icons identify items placed on Ocularis Maps. Icons can be any imported .png image file. Typically, icon images are of IP cameras. The first icon on the left is reserved for the default display when a camera is placed on a map. There is also a default icon for when a view is placed on a map.

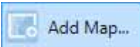
Administrators import maps and icons here in the **Assets** tab first and then continue with map configuration in the **Maps** tab.

Audios

Audio files placed here may be used by the administrator to configure the sound played when an alert occurs. The default sound is set on the Ocularis Base Server and is identified by the green checkmark. The default “sound” may be **None**, which therefore indicates no sound during alert notification. The audio file type supported is: .wav.

Maps

To ADD A MAP TO THE ASSETS TAB

1. In the **Assets** Tab, click the **Add Map** button. 
2. Browse for the image file and select it.
3. Click **Open**.

A thumbnail image of the map appears in the *Maps* area of the Assets Tab. Images are displayed in alphabetical order of the filename.

To DELETE A MAP FROM THE ASSETS TAB

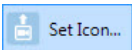
Use the following procedure to remove a map image from *Ocularis Administrator*. This will not delete the image file from the source location.

1. In the **Assets** Tab, select the map to be removed. You may use the **[SHIFT]** or **[CTRL]** function keys to select multiple files.
2. Click the **Delete** button. 
An “Are you sure you want to delete...?” pop-up window appears.
3. Click **Yes** to remove the map(s).

Icons

To IMPORT OR MODIFY AN ICON

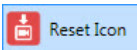
Use the following procedure to set or replace an icon. Icon 1 is the default icon used when creating new items on a map so you may want to leave this icon as the default.

1. In the **Assets** Tab, select the icon to be set.
2. Click the **Set Icon** button. 
3. Browse to the image file and select it.
4. Click **Open**.

The icon is displayed in the *Icons* section of the Assets Tab.

To REMOVE AN ICON

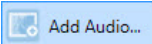
Use the following procedure to remove an imported icon image and reset it to the default.

1. In the **Assets** Tab, select the icon to be changed. You may use the **[SHIFT]** or **[CTRL]** function keys to select multiple icons.
2. Click the **Reset icon** button. 

The icon(s) should be reset.

Audios

To ADD AN AUDIO FILE TO THE ASSETS TAB

1. In the **Assets** Tab, click the **Add Audio** button. 
2. Browse for the sound file and select it. The maximum size of the .wav file is 4 MB.
3. Click **Open**.

An image with the name of the sound file appears in the *Audios* area of the Assets Tab. Sound files are displayed in alphabetical order of the filename.

To DELETE AN AUDIO FILE FROM THE ASSETS TAB

Use the following procedure to remove a sound file from *Ocularis Administrator*. This will not delete the file from the source location.

1. In the **Assets** Tab, select the sound file to be removed.
2. Click the **Delete** button. 

An “Are you sure you want to delete...” pop-up window appears.

3. Click **Yes** to remove the audio file.

To SET OR MODIFY THE DEFAULT AUDIO FILE

Ocularis Base Server is installed with one default sound file: *redalert.wav*. The blue checkmark symbol indicates the default sound in the Assets tab. When an alert notification is configured, the default setting here is assigned to the alert. If the default audio file is a .wav file, that sound will play when the alert occurs. If the default audio file is 'None', no sound will play when the alert takes place. Administrators can configure sound on an alert by alert basis in the *Servers / Events* tab. A green checkmark indicates that the sound file is assigned for use to an alert.

1. In the **Assets** Tab, right-click the sound file to be set as the default. Or select 'None' to have no sound as the default
2. Select **Set to Default** in the resulting right-click menu.

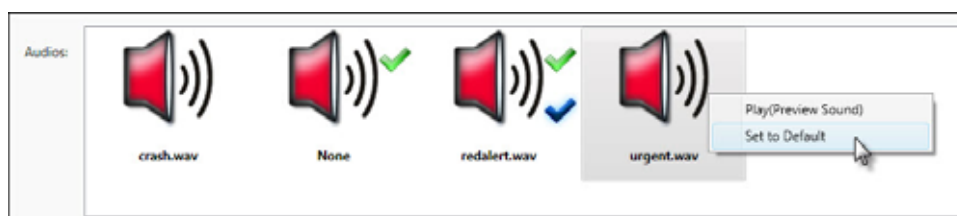


Figure 54 Setting the default Audio Asset

The .wav file now is displayed with the green checkmark to indicate it as the default audio asset.

To PREVIEW AN AUDIO FILE

To preview the sound that a particular .wav file will make when the alert occurs:

1. In the **Assets** Tab, right-click the sound file to be previewed.
2. Select Play (Preview Sound) in the resulting right-click menu.

The .wav file now is played through the local pc speakers.

Maps Tab

Once maps and icons have been imported in the [Assets Tab](#), they can be configured in the **Maps** Tab.

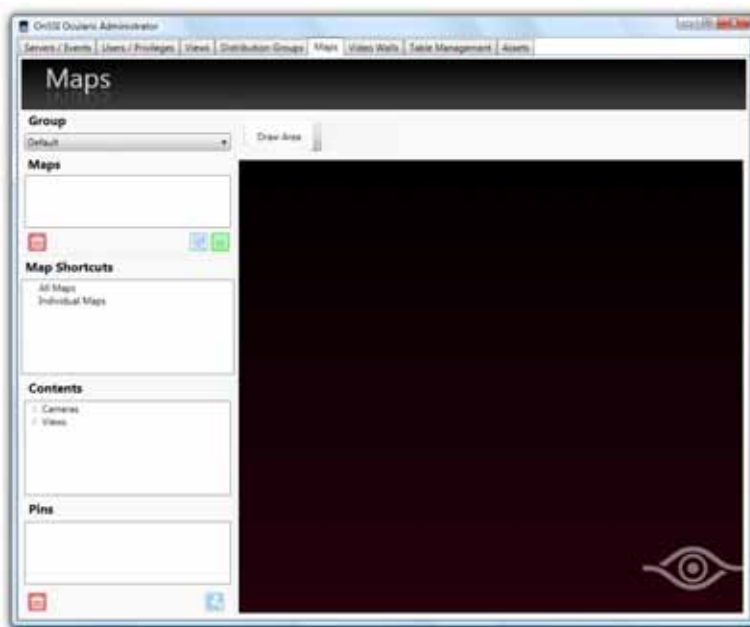


Figure 55 Maps Tab

The left side of the Maps Tab contains elements available for configuring a map and is segmented into a section for **Group** selection, **Maps**, **Map Shortcuts**, **Contents** (Cameras and Views) and **Pins**. The right side of the Maps Tab is the working area used to display and configure a map.

Maps are configured and organized by user group. Administrators should select the group for which the map should be configured.

To Add A MAP

This procedure assumes that navigation maps have already been imported into the **Assets** Tab. (See *To Add A Map to the Assets Tab* on page 55.)

1. In the **Maps** Tab, select the group from the *Group* drop-down menu for which the map should be available.

2. Click the **Add new map** icon. 

The *Select Map* dialog box appears populated by maps that exist in the **Assets** Tab.

3. Select the map you wish to add.
4. Click **Select**.

To DISPLAY A MAP

This procedure assumes that navigation maps have already been added for the Group in the Maps Tab.

1. In the **Maps** tab, double-click the map name in the Maps list.
2. Reposition the image in the working area by clicking and dragging the map to the desired location.

Once a map is added to a group, a green checkmark icon appears next to the map image in the **Assets** Tab. This helps administrators manage system assets.

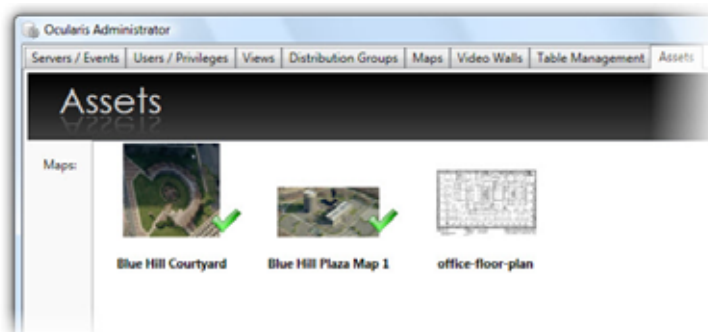


Figure 56 Used Maps in Assets Tab shown with Green Checkmark

In the example shown in Figure 56, the *Blue Hill Courtyard* and *Blue Hill Plaza Map 1* maps have been assigned to a group. The *office-floor-plan* map has not been assigned to any group.

To REMOVE A MAP

1. In the **Maps** Tab, select the map you wish to remove.
2. Click the **Delete Selected Map** icon. 

An “Are you sure you want to delete this map?” dialog box appears.

3. Click **Yes** to remove the map.

The map is removed from the group but it is still available to other groups from within Ocularis Administrator.

Working with Maps

Once maps are assigned to Group in the Maps tab, you can:

- [Add Cameras to A Map](#)
- [Add Views to A Map](#)
- [Link one map to another Map](#)

To ADD A CAMERA TO A MAP

1. In the **Maps** tab, display the map to add a camera(s). (see *To Display a Map* on page 57.)
2. Expand the Camera list in the **Contents** area by clicking the arrow next to Cameras.

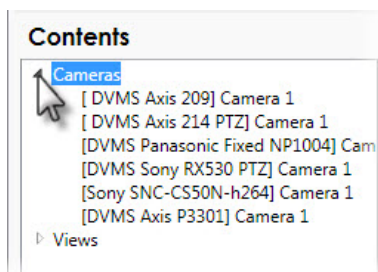


Figure 57 Expanded Camera List

3. Click, drag and drop the camera from the Cameras list to the location on the map.

To RELOCATE A CAMERA ON A MAP

1. Locate the camera on the map and simply drag and drop the camera to the desired location.

To REMOVE A CAMERA FROM A MAP

1. Locate the camera on the map.
2. Click the delete icon next to the camera to delete.



Figure 58 Remove a Camera

TO CHANGE THE APPEARANCE OF A CAMERA ICON

The first image shown in the Icons section in the Assets tab is the default icon used when adding cameras to maps. The second icon is the default used for views. You may customize the icons for each camera to signify a camera model or type or any designation you so choose. (See *To Import or Modify an Icon* on page 55).

1. Locate the camera icon on the map you wish to change.
2. Right-click the icon.
3. The icons from the **Assets** tab appear. Click the desired icon.

TO RESIZE A CAMERA ICON

1. Locate the camera icon on the map you wish to change.
2. Hold the **[SHIFT]** key and position the mouse over the camera icon until you see a set of 4 arrows.
3. Click and drag the mouse in a vertical direction up and down to make the icon larger or smaller.
4. Release the mouse when done.

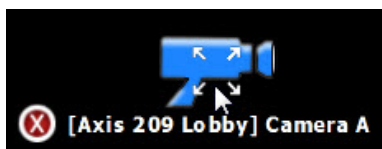


Figure 59 Resize a camera icon

TO ROTATE A CAMERA ICON

1. Locate the camera icon on the map you wish to change.
2. Hold the **[CTRL]** key and position the mouse over the camera icon until you see a curved arrow.
3. Click and drag the mouse in a vertical direction up and down to rotate the icon.
4. Release the mouse when done.



Figure 60 Rotate a camera icon

TO ZOOM A MAP

1. Display the map in the working area of the **Maps** tab.
2. Zoom in and out using either the:
 - Scroll wheel of the mouse
 - Zoom In  or Zoom Out  icon

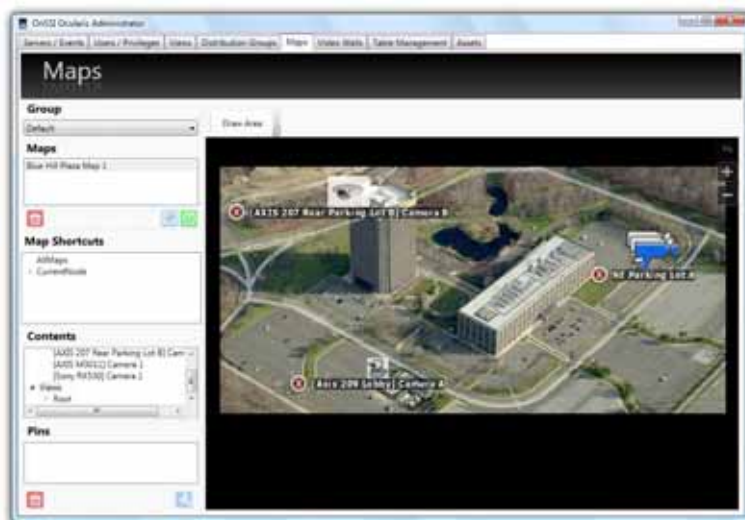


Figure 61 Sample Map with custom icons

Linking Maps

Linking maps allows you to easily navigate from map to map and back again. Links to maps can be embedded within a map or displayed as floating links within the map display.

- [To Embed a Link in a Map](#)
- [To Display A Floating Map Link](#)

Prior to creating an embedded or floating link, you must first set the pin(s) on the map(s).

To SET A MAP PIN

1. In the **Maps** Tab, with the desired group selected, open the *destination* map or the map to which you would like be linked. This is the map that must include the pin(s).
2. Position the map on the screen and zoom in or out so that the map is positioned in the location you wish it to be displayed when it is brought up by the link.
3. Click the **Add New Pin** icon. 
4. In the resulting **Enter Pin Name** dialog box, enter a descriptive name for this pin.
5. Click **OK**.

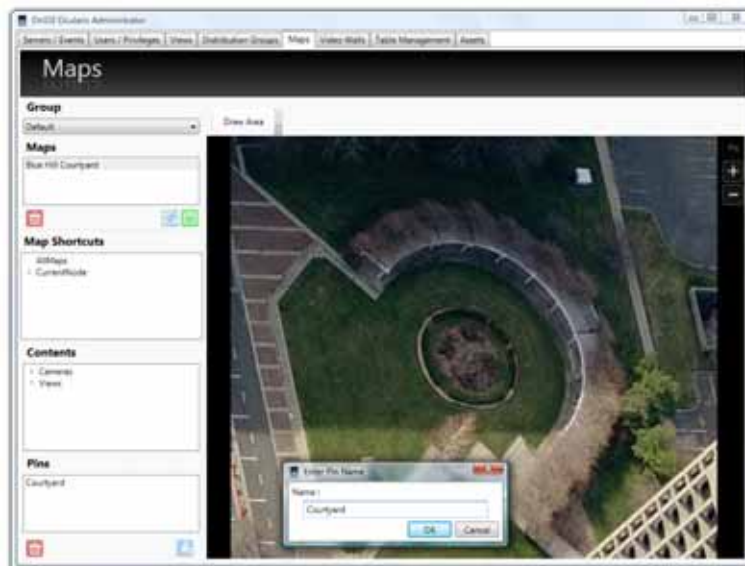


Figure 62 Courtyard map with corresponding pin

6. Repeat steps 1-5 above to add additional pins to a map.

TO EMBED A LINK IN A MAP

1. In the **Maps** Tab, with the desired group selected, be sure to have already set the pins on the destination map. See *To Set a Map Pin* on page 61.
2. Display the map on which you would like to place the embedded link.
3. You need to draw an area or zone where when clicked, will open up the linked map. Click the **Draw Area** button.



Figure 63 Draw Link Area

4. Use the mouse to draw a polygonal shape on the map which will link to the previous map. Click, release and drag with the right-button and when you get to a corner, click the right-button. Repeat this process for each leg of the shape. When you return to the starting point ("pencil"), the shape outline turns white. Click the right mouse button and releasing the mouse establishes the shape.

The shape will appear shaded in color and be labeled “unnamed”.

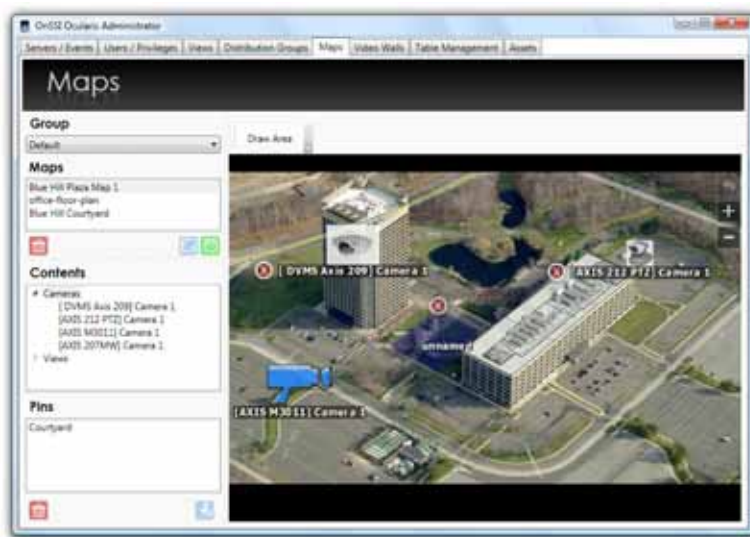


Figure 64 Link Area unnamed and unassigned

- Click and drag a pin created earlier onto the unnamed shaded area. The area name will change to display the pin name.

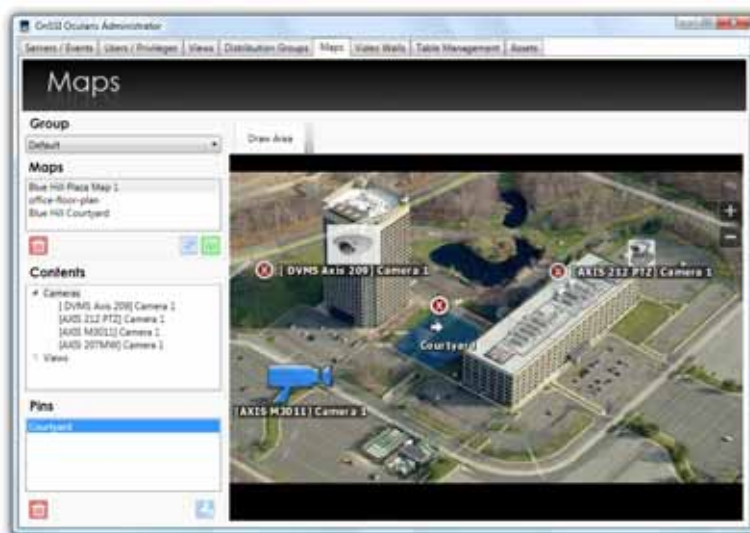


Figure 65 Pin Name Link

- Click the pin area to be brought to the linked map.

TO RETURN TO ORIGINAL MAP FROM A LINKED MAP

Once you have navigated to a map via a link, you may return to the original map by either:

- Creating another pin to the original map using steps 1- 5 in the above section.
- Click the **Go Back** icon.



TO DISPLAY A FLOATING MAP LINK

Floating map links are easy to assign to multiple maps and appear on the Ocularis Maps display. They are particularly useful in navigating very large maps. These links may appear on a single map or all maps for the selected group.

On the Maps Tab, there is a list of **Map Shortcuts**. This list is organized by group. It contains two expandable nodes:

All Maps – this option includes all maps assigned to the group.

Individual Maps – when expanded, you will see a list of all maps for the selected group.

Floating Map Pins can be assigned to a map on an individual basis or to all maps of the group.

1. In the **Maps** Tab, with the desired group selected, be sure to have already set the pins on the destination map. See *To Set a Map Pin* on page 61.
2. Determine the map you would like to assign the pin to. You may desire to add the link to all maps. If you wish to assign the link on a single map, or map by map basis, expand *Individual Maps*.
3. Drag and drop the pin from the Pins list to the single map under *Individual Maps* or *All Maps* in the **Map Shortcuts** list.

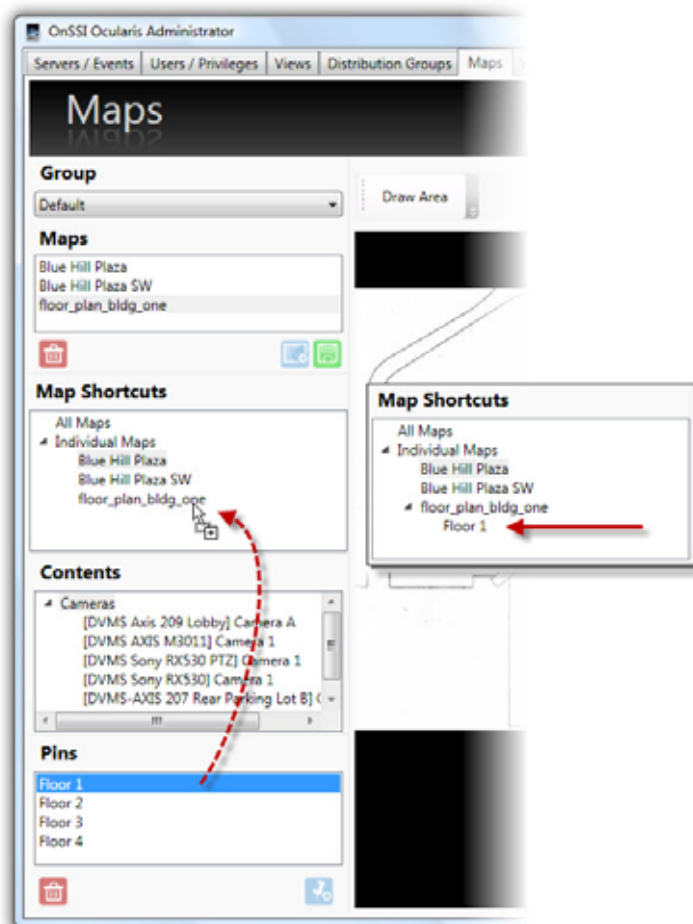


Figure 66 Drag and drop Map Shortcut Pin

The map appears in the **Map Shortcuts** list.

4. Repeat for each map pin you wish to add.
5. Click the **Save** icon to save the map configuration.

When you open *Ocularis Client*, the floating map pin will appear as shown in Figure 67.



Figure 67 Floating Map Pin

Views on Maps

Views may be added to Maps for use with *Ocularis Client*. When working with maps and video walls, entire views from a map may be pushed to a video wall.

To Add A VIEW TO A MAP

1. In the **Maps** tab, display the map to add the view. (See *To Display a Map* on page 57.)
2. Expand the Views list in the **Contents** area by clicking the arrow next to Views.

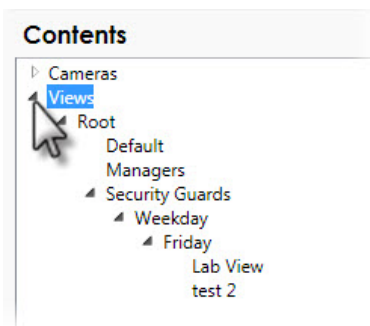


Figure 68 Expanded Views List

3. Click, drag and drop the view from the Views list to the location on the map.

The view will use Icon 2 located in the Assets Tab. You may want to develop your own icon for use specifically for views.

Note:

Views that contain a Web Page pane may not be added to a map and will appear grayed out in the Views list. A view that contains a hotspot may be added but the pane with the hotspot will not display any images.

Event Management

Ocularis Base facilitates displaying, investigating and shared handling of events received from:

- An NVR's native video motion detection (VMD) component
- Attached Devices
- Integrated Video Content Analytics
- Third party access control and security systems

Administrators determine which events to which a user should be alerted. Ocularis Alerts maintain the following features:

- ⇒ All incoming alerts appear in the *Alerts Manager* in the *Ocularis Client*.
- ⇒ Video walls or Views containing a Blank Screen will display video from configured Alerts.
- ⇒ Alert notifications may be designated with low, medium or high priority. Alerts with high priority will display on the *Ocularis Client* until a user "handles" the event. Medium or low priority alerts displays for a designated time period.
- ⇒ Alerts appear in the order of occurrence

Each alert is accompanied by relevant metadata. Typically this includes the camera name that captured the event, time, date and type of event. The type of event is specified in generic terms (e.g. 'VMD Event') or, in the case of video content analytics or access control-generated events, by the analytics rule that triggered the event (e.g. "Stalled Vehicle on Shoulder").

Multiple authorized operators can share the investigation and handling of events through the dynamically-updated *Alerts Manager* in *Ocularis Client*. Once an event is 'handled', it is removed from the *Alerts Manager*. In this case, subsequent handling is possible only through *Handled Alerts* in the *Ocularis Client*.

Note:

In order to use events with Ocularis Base, an NVR event proxy must first be installed. See the Ocularis Installation & Licensing Guide for instructions on installation and configuration of supported event proxies.

Event Configuration

Configuring events begins with identifying which cameras you would like to monitor. Typical camera related events which may be monitored include (but are not limited to):

- Motion
- Camera is enabled
- Camera is disabled
- Camera is not responding
- Video Signal change (rise or fall)
- Audio Signal change (rise or fall)
- Tampering

Software specific events include:

- VMD Event

Third party events include:

- Analytic Event
- Generic / Data Link Event

To instruct Ocularis which events you wish you monitor and create event associations, see [Events Pane](#) on page 14.

Quick Reference – EVENTS

The following steps are necessary in order for events to work properly with Ocularis.

EVENT CONFIGURATION WITH OCULARIS BASE

Follow these basic instructions to insure event configuration is done properly.

1. In the *Ocularis Administrator* **Server / Events** tab, if applicable add the NVR which contain the events you wish to monitor.
2. Restart the NVR event proxy in order for Ocularis Base to recognize the NVR events.
3. In the *Ocularis Administrator* **Server / Events** tab, drag cameras listed beneath the NVR to the events you want to enable. (see [To Associate Camera Video with Events \(To Create an Event Rule\)](#) on page 17).
4. If desired, change the priority of the alert by highlighting the event and clicking the **Properties** button. (see [To Modify the Priority of an Event](#) on page 18).
5. If desired, modify the sound played when the event occurs. (see [To Modify the Audio of an Event](#) on page 19).
6. In the *Ocularis Administrator* **Users / Privileges** tab, make sure the appropriate user has privileges to the camera. (see [To Assign Devices To A Group](#) on page 30).
7. In the *Ocularis Administrator* **Distribution Groups** tab, be sure that the user is assigned to a distribution group which has corresponding events assigned in the group's filter and that the weekly and holiday schedules are set appropriately. (see [Distribution Groups](#) on page 73).
8. The OnSSI Event Coordinator service must be running on the Ocularis server machine. (See [The OnSSI Event Coordinator](#) on page 86).

Event Handling

As events are triggered and alerts are displayed in the *Ocularis Client*, the user has the opportunity to handle or ignore the alert.

When a user handles an event through the *Ocularis Client*, it can be assigned a *Classification*, a *Tag* or *Case File*. These provide the operator with a means of organizing the alert. These organizational parameters are configured in the **Table Management** tab of the *Ocularis Administrator*. For information on handling events in Ocularis Client, see the *Ocularis Client User Manual*.

Table Management Tab

The following tasks are available on the **Table Management** Tab:

- Configure Classifications
- Configure Tags
- Configure Cases

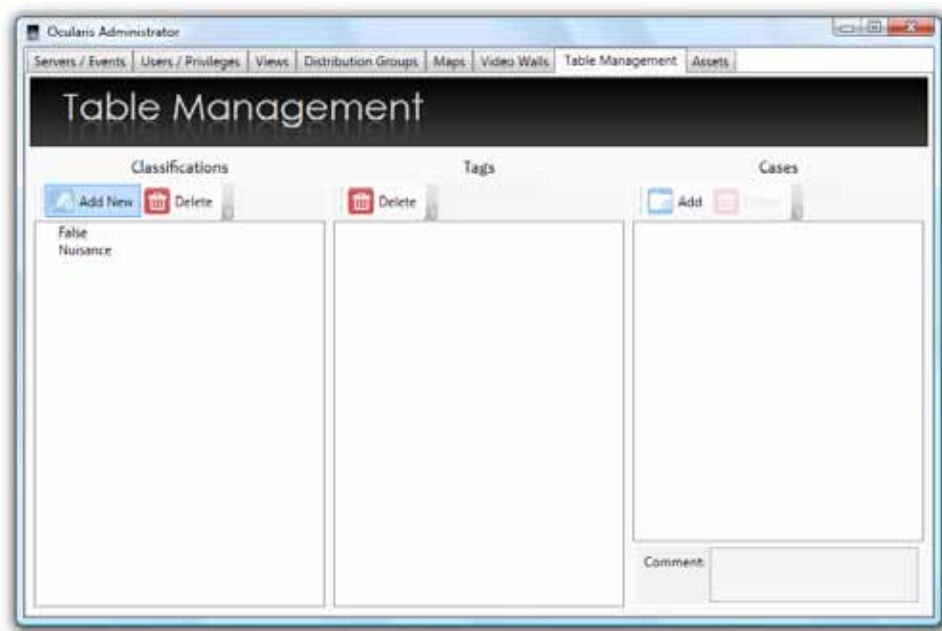


Figure 69 Table Management Tab

The **Table Management** tab is divided into 3 vertical panes: *Classifications*, *Tags*, and *Cases*.

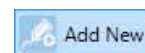
Configure Classifications

When operators handle events or create a bookmark in the *Ocularis Client*, the events or bookmark may be categorized into predefined classes as defined by the system administrator. The default classifications are:

- False
- Nuisance

TO CREATE A NEW CLASSIFICATION

1. In the **Table Management** tab, click the **Add New** button in the **Classifications** pane.
2. Type in a descriptive name for the classification.
3. Press **[ENTER]**.



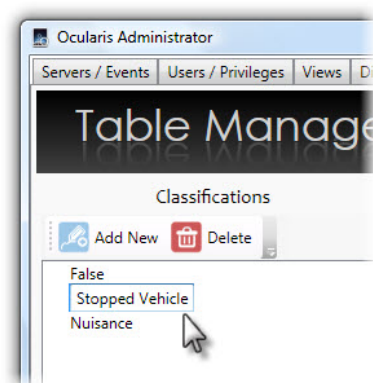


Figure 70 Add a new Classification

TO MODIFY A CLASSIFICATION

1. In the **Table Management** tab, double-click the classification you wish to modify.
The field should become editable.
2. Type in text changes as desired.
3. Press **[ENTER]**.

Note:

Modifying the name of a classification is global. Therefore, If you modify the name of a classification that has already been used in a bookmark or handled event, it will also change in that bookmark or handled event.

TO DELETE A CLASSIFICATION

1. In the **Table Management** tab, select the classification you wish to delete.
2. Click the **Delete** button in the **Classifications** pane. 
3. An “Are you sure that you want to delete this classification...” pop-up appears. Click **Yes** to delete the classification.

Note:

Classifications which have been used in a bookmark or handled event may not be deleted.

Note:

Classifications may also be created on the fly from the Ocularis Client as an operator is handling the event or creating a bookmark. Classifications, however, may only be modified or deleted through the Ocularis Administrator.

Configure Tags

When operators handle events or create bookmarks in the *Ocularis Client*, he or she may assign a tag or keyword to the event. Administrators may modify or delete tags entered by operators in the *Ocularis Administrator* **Table Management** tab.

To MODIFY A TAG

1. In the **Table Management** tab, double-click the tag you wish to modify.
The field should become editable.
2. Type in text changes as desired.
3. Press **[ENTER]**.

Note:

Modifying the name of a tag is global. Therefore, If you modify the name of a tag that has already been used in a bookmark or handled event, it will also change in that bookmark or handled event.

To DELETE A TAG

1. In the **Table Management** tab, select the tag you wish to delete.
2. Click the **Delete** button in the **Tags** pane.  **Delete**
3. An “Are you sure that you want to delete this tag...” pop-up appears. Click **Yes** to delete the tag.

Note:

Tags which have been used in a bookmark or handled event may not be deleted.

Note:

Tags are created on the fly from the Ocularis Client as an operator is handling an event or creating a bookmark. Tags, however, may only be modified or deleted through the Ocularis Administrator.

Configure Cases

When operators handle events or create bookmarks in the *Ocularis Client*, the events or bookmarks may be assigned to an incident case. The use of incidence cases is optional. Case names can be created in *Ocularis Administrator* by the system administrator or on the fly as an operator is handling a case or creating a bookmark.

To CREATE A NEW CASE

1. In the **Table Management** tab, click the **Add** button in the **Cases** pane.  **Add**
- A editable field is inserted into the Cases list.
2. Type in a descriptive name for the Case.
3. Press **[ENTER]**.

To MODIFY A CASE

1. In the **Table Management** tab, double-click the case you wish to modify.
The field should become editable.
2. Type in text changes as desired.
3. Press **[ENTER]**.

Note:

Modifying the name of a case is global. Therefore, If you modify the name of a case that has already been used in a bookmark or handled event, it will also change in that bookmark or handled event.

To DELETE A CASE

1. In the **Table Management** tab, select the case you wish to delete.
2. Click the **Delete** button in the **Cases** pane.  **Delete**
3. An “Are you sure that you want to delete this case...” pop-up appears. Click **Yes** to delete the case.

Note:

Cases which have been used in a bookmark or handled event may not be deleted.

Note:

Cases may also be created on the fly from the Ocularis Client as an operator is handling an event or creating a bookmark. Cases, however, may only be modified or deleted through the Ocularis Administrator.

Distribution Groups Tab

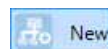
In the **Servers / Events** Tab, system administrators configure the events which should be monitored on the entire system. The **Distribution Groups** Tab allows system administrators the ability to configure the distribution of alert notifications for the system events. The system administrator determines who should receive which alert notification and when they should receive it. A user must be assigned to a distribution group in order for that user to receive alerts.

Distribution Groups are also designed to filter the myriad of alerts and “distribute” them to only those users who really need to see them. As an example, you may want to alert the weekend lobby security guard of only the alerts generated in or near the lobby during weekend hours.

The **Distribution Group** tab is divided into two panes: on the left is the list of existing Distribution Groups and on the right is the detail for a selected group. Before a user can view events in the Alerts Manager in *Ocularis Client*, the user must be assigned appropriate permissions in this tab.

TO CREATE A DISTRIBUTION GROUP

1. In the **Distribution Groups** Tab, click the **New** button.



A editable field is inserted into the Distribution Groups list.

2. Type in a descriptive name for the Distribution Group.
3. Press **[ENTER]**.

The new group appears in the **Distribution Groups** list.



Figure 71 Distribution Group Tab

TO MODIFY A DISTRIBUTION GROUP

1. In the **Distribution Groups** Tab, double-click the Distribution Group you wish to rename.
2. The text becomes highlighted. Make the required change and press **[ENTER]**.

TO DELETE A DISTRIBUTION GROUP

1. In the **Distribution Groups** Tab, select the Distribution Group you wish to delete.
2. Click the **Delete** button. 
3. In the “Are you sure you want to delete the distribution group...” pop-up, click **Yes** to delete the group.

Distribution Groups

There are four (4) parameters to configure for each Distribution Group:

- Users
- Filter
- Weekly Schedule
- Holiday Schedule

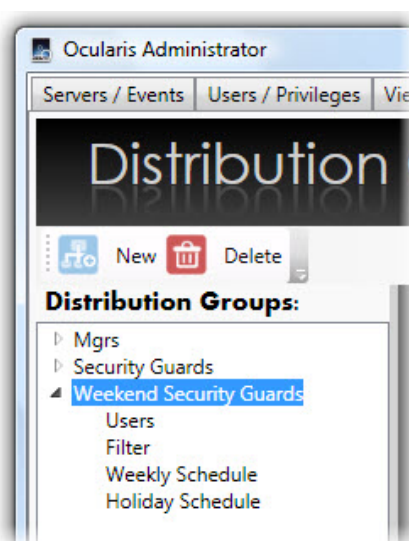


Figure 72 Distribution Group parameters

Users

Users are the first parameter to configure when creating a Distribution Group.

TO ASSIGN A USER TO A DISTRIBUTION GROUP

1. In the **Distribution Groups** Tab, expand the group and highlight the **Users** parameter for the group you wish to configure.

The tab updates and displays two panes: **Users in Distribution Group** on the left and **All Users** on the right.

2. In the **All Users** pane, expand the user group which contains the user you want to assign.

3. Drag & drop the user name from the **All Users** list on the right to the **Users in Distribution Group** pane on the left.

You may only move one user at a time

- Users from different user groups may be assigned to the same distribution group
- The same user may be assigned to multiple distribution groups

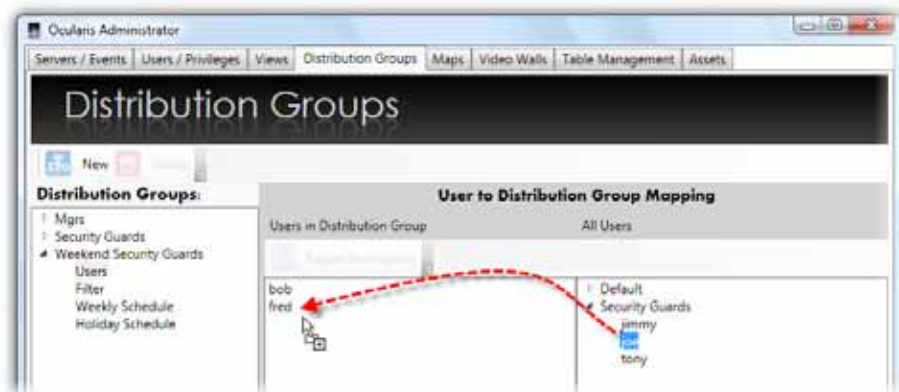


Figure 73 Drag & Drop to Assign Users to Distribution Groups

Group Administrators

Users with the *Group Administrator* privilege may create Distribution Groups that include only those users within their User Group. Group Administrators may have users in their Distribution Group that are not part of their User Group because they were added by the **admin** user. In this case, Group Administrators do not have permission to edit or remove these users as their names will be grayed out.

To UNASSIGN A USER FROM A DISTRIBUTION GROUP

1. In the **Distribution Groups** Tab, expand the group and highlight the **Users** parameter for the user you wish to remove.
2. Drag & drop the user name from the **Users in Distribution Group** list on the left to the **All Users** pane on the right.

Report Permissions

Each user may be assigned varying access to available reports. This assignment is done in the **Distribution Groups** Tab, within the **Users** parameter. Reports are assigned at the user level.

To ASSIGN REPORT PERMISSIONS TO A USER

1. In the **Distribution Groups** Tab, expand the Distribution Group and highlight the **Users** parameter for the user you wish to configure.
2. Select the user in the **Users in Distribution Group** pane.
3. Click the **Report Permissions** button.  Report Permissions
4. In the **Report Permissions** pop-up, check the report(s) for which the selected user should have access.
5. Click **Ok**.

To MODIFY OR REMOVE REPORT PERMISSIONS FOR A USER

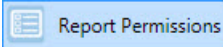
1. In the **Distribution Groups** Tab, expand the Distribution Group and highlight the **Users** parameter for the user you wish to configure.
2. Select the user in the **Users in Distribution Group** pane.
3. Click the **Report Permissions** button. 
4. In the **Report Permissions** pop-up, check or uncheck the report(s) for which the selected user should have access.
5. Click **Ok**.

*Figure 74 Assigning Report Permissions*

Filter

The Filter parameter is used to identify which events to which the group's members should be alerted. You may, for instance, want the Security Guards from the north building to only see events from cameras located in the vicinity of the north building. By restricting the set of events that a particular user can view limits the amount of unnecessary events that potentially can be handled by that user. Filters are assigned at the Distribution Group level.

To ASSIGN EVENTS TO A DISTRIBUTION GROUP

1. In the **Distribution Groups** Tab, expand the Distribution Group and highlight the **Filter** parameter for the group you wish to configure.

The tab updates and displays two panes: **Enabled Events in this Distribution Group** on the left and **All Events** on the right.

2. Drag & drop an event from the **All Events** list on the right to the **Users in Distribution Group** pane on the left.
 - You may move one event at a time or the entire hierarchical group of events.
 - You may move composite events, data link events or any event listed in the All Events pane.

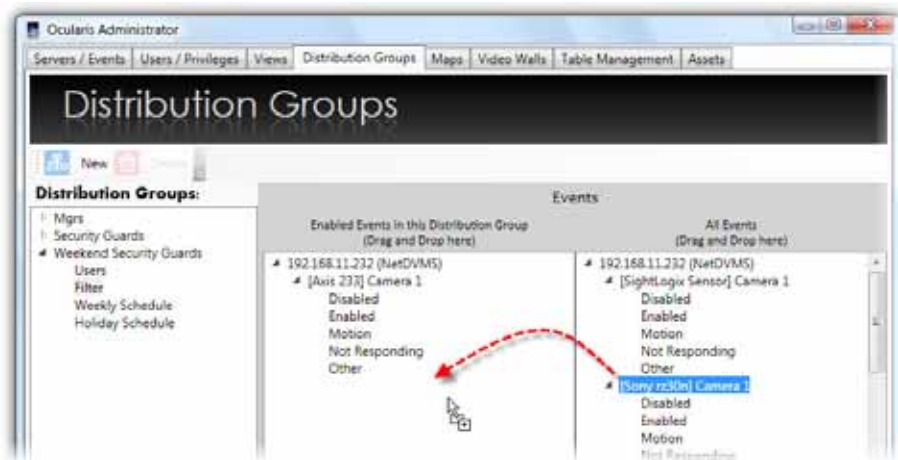


Figure 75 Assigning Events to a Distribution Group

To MODIFY EVENT ASSIGNMENTS WITHIN A DISTRIBUTION GROUP

1. In the **Distribution Groups** Tab, expand the Distribution Group and highlight the **Filter** parameter for the group you wish to modify.
2. Modify filter assignments by dragging & dropping an event from the **Enabled Events** list on the left to the **All Events** pane on the right to remove an event assignment.
3. Drag a new event from the right **All Events** pane to the left **Enabled Events** list.

You may move one event at a time or the entire hierarchical group of events.

To DELETE EVENTS FROM A DISTRIBUTION GROUP

1. In the **Distribution Groups** Tab, expand the Distribution Group and highlight the **Filter** parameter for the group you wish to modify.
2. Remove filter assignments by dragging & dropping an event from the **Enabled Events** list on the left to the **All Events** pane on the right to remove an event assignment.

Weekly Schedule

Schedules for Distributions Groups can be set up to allow alert notification only during specific dates and times. This decreases the amount of alerts that a given user is shown, making managing alerts an easier task.

By default, the Weekly Schedule is set to be on 24/7, seven days a week.

TO SET A WEEKLY SCHEDULE

1. In the **Distribution Groups** Tab, expand the Distribution Group and highlight the **Weekly Schedule** parameter for the group whose weekly schedule you wish to set.

A **Weekly Schedule** appears in the details pane.



Figure 76 Setting a Weekly Schedule

Tip: If you position the mouse over the timescale, a balloon appears displaying the Start and End time on the timescale.

2. For each day of the week, click and drag to set the time schedule.
3. When you release the mouse, the *Time Range* pop-up appears with the **Start Time** and **End Time** displayed.



Figure 77 Time Range Pop-Up

4. Click **Ok** to save the *Time Range* settings.
5. Repeat for each day of the week.

You may set multiple time ranges within a given day.

To MODIFY A WEEKLY SCHEDULE

1. In the **Distribution Groups** Tab, expand the Distribution Group and highlight the **Weekly Schedule** parameter for the group whose weekly schedule you wish to modify.
The **Weekly Schedule** appears in the details pane.
2. Click on a Time Range you wish to modify.
The **Time Range** pop-up appears as shown in Figure 77.
3. Modify the **Start Time** and / or **End Time** as needed.
4. Click **Ok** to save the *Time Range* settings.
5. Repeat steps 1-4 for each day of the week you wish to modify.

To CLEAR A WEEKLY SCHEDULE

1. In the **Distribution Groups** Tab, expand the Distribution Group and highlight the **Weekly Schedule** parameter for the group whose weekly schedule you wish to delete.
The **Weekly Schedule** appears in the details pane.
2. Click on the **Clear Schedule** icon next to the day of the week you wish to clear. 

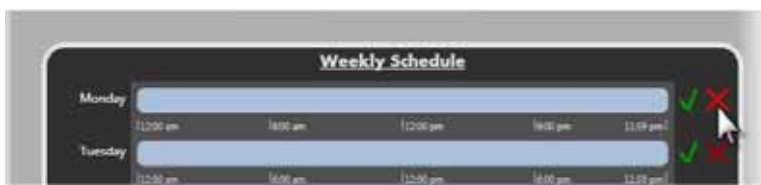


Figure 78 Clear a Weekly Schedule

The schedule for that day has been removed.

3. Repeat for each day of the week whose schedule you wish to clear.



Figure 79 Cleared Schedule for Monday

TO RESET A WEEKLY SCHEDULE

1. In the **Distribution Groups** Tab, expand the Distribution Group and highlight the **Weekly Schedule** parameter for the group whose weekly schedule you wish to reset.

The **Weekly Schedule** appears in the details pane.

2. Click on the **Reset Schedule** icon next to the day of the week you wish to reset. 



Figure 80 Reset a Weekly Schedule

The schedule for that day has been reset to the default of 24 hours.

3. Repeat for each day of the week whose schedule you wish to reset.



Figure 81 Reset Schedule

Holiday Schedule

Weekly schedules are for general use throughout the year. However, during days when an organization works a limited number of hours or with a limited number of employees, a Holiday Schedule can be followed.

Holiday Schedules are set on a group basis and override any time range set in a Weekly Schedule.

By default, no Holiday Schedule is set and therefore, this task must be done for each Distribution Group.

To SET A HOLIDAY SCHEDULE

1. In the **Distribution Groups** Tab, expand the Distribution Group and highlight the **Holiday Schedule** parameter for the group whose Holiday Schedule you wish to set.

The details pane displays a Holiday Schedule with a pull-down menu for the year and an **Add New Holiday** icon.

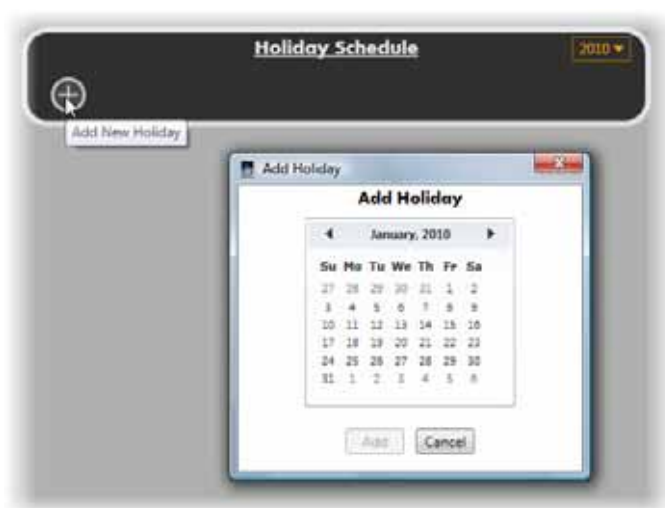


Figure 82 Holiday Schedules

2. Select the year for the holiday from the year drop-down menu.
3. Click the **Add New Holiday** icon. 

An **Add Holiday** pop-up appears displaying a calendar.
4. Navigate to the month and day for the holiday and click the date to select it.
5. Click the **Add** button to add the date to the Holiday Schedule.
6. Once the date is added, the Time Range for the Holiday should be specified. Click and drag along the timescale to select the Start and End times.
7. Repeat steps 1-6 for each Holiday for this Distribution Group.

TO MODIFY A HOLIDAY SCHEDULE

1. In the **Distribution Groups** Tab, expand the Distribution Group and highlight the **Holiday Schedule** parameter for the group whose Holiday Schedule you wish to modify.
The details pane displays the group's Holiday Schedule.
2. To modify a Time Range, click on the range and change the Start Time and / or End Time directly and then click Ok.
3. To Add an additional holiday, click the **Add New Holiday** icon.
4. Navigate to the month and day for the holiday and click the date to select it.
5. Click the **Add** button to add the date to the Holiday Schedule.
6. Once the date is added, the Time Range for the Holiday should be specified. Click and drag along the timescale to select the Start and End times.



Figure 83 Setting a Time Range during a Holiday

7. Repeat steps 1-6 for each Holiday for this Distribution Group.

TO DELETE A HOLIDAY SCHEDULE

1. In the **Distribution Groups** Tab, expand the Distribution Group and highlight the **Holiday Schedule** parameter for the group whose Holiday Schedule you wish to remove.
The details pane displays the group's Holiday Schedule.
2. To delete a Time Range for a particular holiday, click on the range itself and click the **Remove** button in the resulting Time Range pop-up.
3. To delete an entire holiday day, click the Delete Holiday icon.

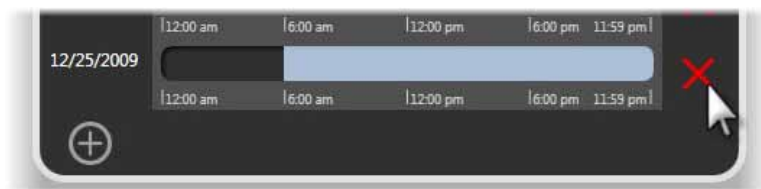


Figure 84 Delete a Holiday icon

The Holiday is removed from the schedule.

Video Walls Tab

The **Video Walls** tab of *Ocularis Administrator* is used to define a video wall used in Ocularis. Multiple video walls may be used and defined here. Remote Video Wall is an optional add-on component to Ocularis.



Figure 85 Video Walls Tab

Video wall configuration is organized into **Sites** and **Stations**.

A *Site* is a descriptive name to define a collection of video monitors (or stations) within it. A *Site* is synonymous with the term *Video Wall*. There may be many Sites in an Ocularis installation.

A *Station* defines the PC to which the video monitors are attached. A *Station* is configured by identifying its IP address and coordinates for the wall position.

Creating a Video Wall

Defining a video wall involves two steps:

- Creating a Video Wall Site
- Creating a Video Wall Station

To CREATE A VIDEO WALL SITE

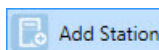
1. In the Video Walls tab, click the **Add Site** button.

A new site is added. Modify the text to change the site name.

To CREATE A VIDEO WALL STATION

For each Video Wall Site, the station(s) of the video wall must be defined.

1. In the Video Walls tab, select the site for the station you wish to add.
2. Click the **Add Station** button.
3. Modify the name of the New Station.



4. Set the IP Address to the IP Address of the PC where the video wall resides.
5. If desired, change the X or Y Offset. For more information, see [Offsets](#) below.
6. Repeat the above steps for each station within the site.

Assigning Video Wall Privileges

Once a video wall site has been created, it must be assigned to a user group or groups in order for it to be visible in the *Ocularis Client*. This privilege is assigned in the **Users / Privileges** Tab. For more information, see [To Assign a Video Wall To A Group](#) on page 32.

Offsets

The Offsets defined in a video wall station allow the administrator control over where the video wall graphic will appear on the Ocularis Map as viewed in the *Ocularis Client*. In most cases, you do not need to configure the X or Y offset at all. If the offset defaults are used (X=0 and Y=0), the video walls will appear from left to right in the order they appear in the station. See the examples below for more clarification.

If you want to change the position of the video wall graphic for a station while viewing an Ocularis Map, you can do so by changing the X or the Y Offset. This will reposition the tile in the *Ocularis Client* interface to reflect an alternate position.

Example 1:

A Video Wall has three monitors and two PCs. Each monitor has a resolution set to 1280 x 1024

Station 1 has two monitors and IP Address 192.168.11.230

Station 2 has one monitor and IP Address 192.168.11.231

Offsets set to 0

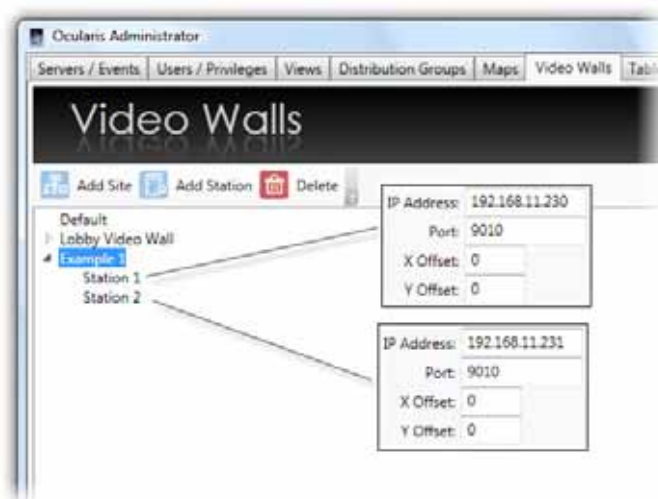


Figure 86 Video Wall Station Settings – Example 1

When viewed in Ocularis Client, this video wall graphic would appear as:



Figure 87 Video Wall Graphic in Ocularis Client - Example 1

Example 2:

Video Wall has three monitors and two PCs. Each monitor has a resolution set to 1280 x 1024.

Station 1 has two monitors and IP Address 192.168.11.230

Station 2 has one monitor and IP Address 192.168.11.231

Changing the offset for Station 2 to appear to the right and below Station 1

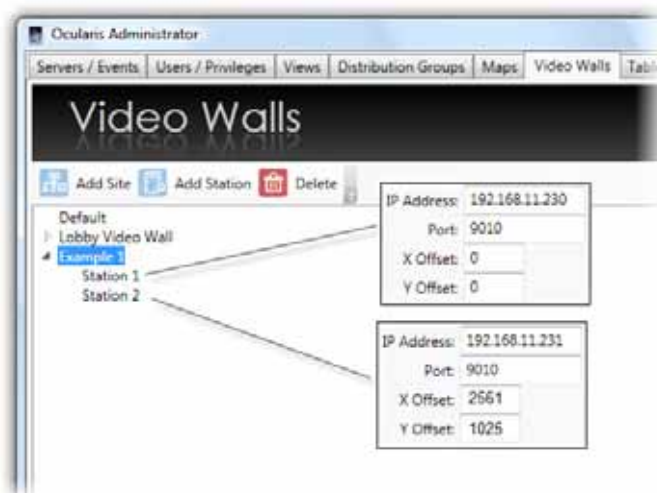


Figure 88 Video Wall Station Settings - Example 2

When viewed in Ocularis Client, the video wall graphic would appear as:



Figure 89 Video Wall Graphic in Ocularis Client - Example 2

For more information on using Video Walls, refer to the *Ocularis Client User Manual*.

Appendix

The following topics are discussed in this appendix:

- The OnSSI Event Coordinator

The OnSSI Event Coordinator

The OnSSI Event Coordinator is a service that does much more than coordinate events. It is responsible for the following:

- Storing incoming events in the Ocularis Base database
- Dispatching received events to subscribed clients
- Adding / Updating event sources from event proxies
- Generating thumbnail images from camera streams
- Exporting Bookmarks

The OnSSI Event Coordinator (OnSSI EC) works with Windows Message Queuing to receive events from the NVR Event Proxies, store them in the database and pass the events to the subscribed *Ocularis Client(s)*. The OnSSI EC resides on the server where Ocularis Base is installed and it is installed automatically during Ocularis Base installation.

Some behavioral items to note if the OnSSI EC is stopped:

- You should still be able to log in to *Ocularis Administrator*
- You will be able to add and update NVRs
- The *Ocularis Administrator* Views tab will not display live thumbnail images of privileged cameras.
- The NVR event source, however, will not appear in the Events pane of the **Servers / Events** tab. Therefore, you will not be able to assign the event filter to a distribution group.
- The *Ocularis Client* user will not display the event counter in the upper left corner of the screen.
- The *Ocularis Client* user will not be able to display events in the Alerts Manager.
- The *Ocularis Client* user will be able to create a bookmark but will not be able to view it. Be sure that the OnSSI EC is running before creating a bookmark!

The OnSSI EC may be stopped, started or restarted from the Windows Services screen:

1. Right-click My Computer
2. Select Manage
3. Select Service and Applications
4. Select Services

The service is listed as: *OnSSI Event Coordinator Service*.

Contact Information

On-Net Surveillance Systems (OnSSI)

One Blue Plaza
7th Floor
P.O. Box 1555
Pearl River, NY 10965

Website:	www.onssi.com	
General:	info@onssi.com	845.732.7900
Fax:	845.732.7999	
Sales Support:	sales@onssi.com	845.732.7900 x7011
Technical Support:	support@onssi.com	845.732.7900 x7012
Training:	training@onssi.com	845.732.7900 x7969

Glossary

Blank Screen	A Blank Screen is a view pane that is left blank (or “Blank”) and is used to house video that is triggered by an event.
Bookmark	A Bookmark is a video clip that is saved on the Ocularis Server for later retrieval.
Carousel	A Carousel is a view pane that will display alternating video from multiple cameras.
Composite Event	A Composite Event is an event compile by using other events. It contains at least two events and include an order of events and time period in which the events occur.
Dwell Time	Dwell time is the time duration camera video will be displayed before it is replaced by video from another camera in a carousel.
Event Rule	An Event Rule is a single event associated with a single camera.
Handled Event	An alert that has been processed or “handled” by an operator through the <i>Ocularis Client</i> . This event may be assigned a classification, tag or case file.
Holiday Schedule	A Holiday Schedule identifies to the system when a specific group of users should receive event and alert information in the <i>Ocularis Client</i> . A Holiday Schedule overrides a Weekly Schedule.
Hot Spot	A Hot Spot is a view pane dedicated to displaying the image from another view pane when manually selected by the user.
Push Video	A Push Video view pane allows video to be received as “pushed” or directed by another user or triggered by an event.
Video Wall	A Video Wall is a collection of panes, views and monitors used to display camera video.
Web Page	A Web Page view pane displays html pages.
Weekly Schedule	A Weekly Schedule identifies to the system when a specific group of users should receive event and alert information in the <i>Ocularis Client</i> .